
2002 - 2003
OCCUPATIONAL OUTLOOK
AND TRAINING DIRECTORY

ALPINE, EL DORADO, NEVADA, PLACER AND SIERRA
COUNTIES

in cooperation with

California Cooperative Occupational Information System

sponsored by

State of California
Employment Development Department
<http://www.calmis.ca.gov>

and the

California Career Resource Network (CalCRN)
<http://www.californiacareers.info>

produced by

Golden Sierra Job Training Agency
<http://www.goldensierra.com>

ACKNOWLEDGMENTS

THANK YOU EMPLOYERS!

Golden Sierra Job Training Agency is very grateful to the many employers throughout our five County Region who contributed their valuable time and information to this Labor Market Project.

THANK YOU TO THE FOLLOWING STAFF

Golden Sierra Job Training Staff

Carol Viola, Project Coordinator

And the staff who contributed in big and small ways to the production of this report: Tom Medley, Evert Frisk, Sue Barnette, Joanie Roberts, Jeff Laycock, Steve Russell, Jan Paul and Dave Clark

State of California Labor Market Information Division

Brendan Kelly, LMID CCOIS Manager

Fernando Pina, LMID Unit Manager

Susan Gidley, Site Analyst

THANK YOU TO THE FOLLOWING SUPPORTERS

Alpine, El Dorado, Nevada, Placer and Sierra County Boards of Supervisors

Golden Sierra Governing Body

Golden Sierra Workforce Investment Board

Cover photos courtesy of Golden Sierra Staff

TABLE OF CONTENTS

Introduction

2002 Occupational Summaries

Accountants and Auditors	10
Bakers – Bread and Pastry	12
Bus and Truck Mechanics and Diesel Engine Specialists	14
Construction Managers	16
Cooks – Short Order	18
Dieticians and Nutritionists	20
Drug and Alcohol Counselors	22
Emergency Medical Technicians I and Paramedic	24
Guards and Watch Guards	26
Lodging Managers	28
Massage Therapists	30
Occupational Therapists	32
Plumbers, Pipefitters, and Steamfitters	34
Radiologic Technologists	36
Residential Counselors	38
Secretaries, Except Legal and Medical	40
Sheet Metal Workers	42
Telecommunications Technicians	44
Truck Drivers – Heavy or Tractor Trailer	46
Welders and Cutters	48

2001 Occupational Summaries

Call Center Workers	52
Computer Support Specialists	54
Database Administrators	56
Dental Hygienists	58
Electrical and Electronic Assemblers	60
Hotel Desk Clerks	62
Marketing, Advertising, and Public Relations Managers	64
Office Managers	66
Optometric Assistants	68
Personnel Managers	70
Police Patrol Officers	72
Registered Nurses	74
Salespersons-Retail (Except Vehicle Sales)	76
Sheriffs and Deputy Sheriffs	78
State-Highway Police Officers	80
Systems Analysts – Electronic Data Processing	82
Teachers, Preschool	84
Teachers – Elementary School	86
Teachers – Secondary School	88
Traffic, Shipping, and Receiving Clerks	90

TABLE OF CONTENTS

2000 Occupational Summaries

Animal Health Technicians	94
Automotive Body and Related Repairers	96
Automotive Mechanics	98
Computer Aided Design Technicians	100
Computer Graphics Specialists	102
Computer Programmers, Including Aides	104
Cooks – Specialty Fast Food	106
Customer Service Representatives	108
Human Service Workers	110
Instructional Aides	112
Loan and Credit Clerks	114
Managers - Retail Store	116
Network Control Technicians	118
Nurse Practitioners	120
Pharmacy Technicians	122
Physicians' Assistants	124
Receptionists and Information Clerks	126
Teachers – Special Education	128
Truck Drivers, Light – Including Delivery and Route Workers	130
Waiters and Waitresses	132

Vocational Training Directory

Community Colleges

Cosumnes River College	136
Lake Tahoe Community College	137
Sierra College, Nevada County Campus	138
Sierra College, Rocklin Campus	139

Regional Occupational Programs (ROP)

Central Sierra ROP	140
49er ROP	141

Adult Education

Nevada Union Adult Education	142
Placer School for Adults	143
Roseville Adult School	144

Private Schools

Aviation and Electronic Schools of America	145
The Body Institute	145
California College of Ayurveda	146
California Motel Training	146
California Paralegal College	147
Clinical Touch School of Massage Therapy	147
Heald College, Schools of Business and Technology	148

TABLE OF CONTENTS

Healing Arts Institute	148
InnerQuest Alchemical Hypnotherapy Institute	149
Jerry Lee Beauty College	149
Lake Tahoe Massage School	150
New Directions Learning Center	150
Northern California Training Institute	151
Phillips School of Massage	151
Spirit Winds School of Thai Massage and International Healing Center	152
Truckee Tahoe Training	152
Appendix	
Definitions and Terminology	155
Program Methods	158
Sample Questionnaire	160
Previously Surveyed Occupations 1990 – 2002	162
Local Partners	164
Index of Programs	166

The Labor Market Information and Vocational Training Information in this annual publication have been compiled through a cooperative effort between Golden Sierra Job Training Agency and Labor Market Information Division (LMID) of the State of California Employment Development Department (EDD), as part of the California Cooperative Occupational Information System (CCOIS). Agencies such as California Community Colleges, Council for Private Postsecondary and Vocational Education, California Department of Commerce, Department of Rehabilitation, Department of Social Services, Employment Training Panel, and the State Department of Education have a vital role in the operation of the CCOIS.

Should you have any questions regarding the information in this report or need additional labor market information, please contact Carol Viola, Labor Market Project Coordinator, Golden Sierra Job Training Agency, at (530) 265-3201.

Occupational Outlook Summaries

The information included in the Occupational Outlook summaries is based on confidential surveys with employers within the Golden Sierra area (Alpine, El Dorado, Nevada, Placer, and Sierra Counties). Occupational data from three survey years (2000, 2001, 2002) are included in this report. The methods used to collect this information were designed and followed with the intention of collecting accurate and unbiased data.

The occupations summarized in this publica-

tion are listed in alphabetical order, by year, on the Table of Contents page. If you are a first time user of this publication, please read the section in the appendix entitled Definitions and Terminology. Those who want a thorough understanding of the data and its strengths and limitations will also want to read the section on Program Methods.

The purpose of this report is to provide labor market information for job seekers, employers, training providers, educators and other parties involved in making labor market

decisions. The information reported in the occupational summaries can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below:

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal

needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

Program Planning

This report provides local planners and administrators with information on employment and training, as well as occupational size and expected growth rate. Program planners can use this data to evaluate, improve, and eliminate programs or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculums based on current employer needs and projected trends.

“The purpose of this report is to provide labor market information for job seekers, employers, training providers, educators and other parties involved in making labor market decisions.”

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances of job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Vocational Training Directory

The Vocational Training Directory is intended to be a “first reference” resource with basic information on vocational training programs available within the Golden Sierra area. It should be a valuable asset to career counselors, vocational planners, recruitment personnel, and others. Individuals who use this information are encouraged to contact the training provider to verify the accuracy of the information. This directory includes information on training programs offered through Community Colleges, Regional Occupational Programs (ROP’s), Adult Education, and Private Schools. Data was collected for this directory in Summer of 2002.

“The Vocational Training Directory is intended to be a first reference resource with basic information on vocational training programs within the Golden Sierra area.”

ACCOUNTANTS AND AUDITORS
BAKERS – BREAD AND PASTRY
BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS
CONSTRUCTION MANAGERS
COOKS – SHORT ORDER
DIETICIANS AND NUTRITIONISTS
DRUG AND ALCOHOL COUNSELORS
EMERGENCY MEDICAL TECHNICIANS I AND PARAMEDIC
GUARDS AND WATCH GUARDS
LODGING MANAGERS
MASSAGE THERAPISTS
OCCUPATIONAL THERAPISTS
PLUMBERS, PIPEFITTERS, AND STEAMFITTERS
RADIOLOGIC TECHNOLOGISTS
RESIDENTIAL COUNSELORS
SECRETARIES, EXCEPT LEGAL AND MEDICAL
SHEET METAL WORKERS
TELECOMMUNICATIONS TECHNICIANS
TRUCK DRIVERS – HEAVY OR TRACTOR TRAILER
WELDERS AND CUTTERS

ACCOUNTANTS AND AUDITORS

OES CODE 211140

SURVEYED SUMMER 2002

Description

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$10.00	\$29.88	\$18.02
Experienced, 3 Yrs w/firm	\$13.00	\$26.37	\$18.94

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$10.45	\$19.86	\$17.02
Experienced, 3 Yrs w/firm	\$16.21	\$23.00	\$18.81

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	67%	20%	0%	13%
Dental Insurance	40%	7%	7%	47%
Vision Insurance	53%	13%	0%	33%
Life Insurance	60%	0%	7%	33%
Sick Leave	80%	0%	0%	20%
Vacation	87%	0%	0%	13%
Retirement Plan	27%	47%	7%	20%
Child Care	0%	0%	7%	93%

Size of Occupation

Range

- Very Large - More than 1109 workers

Gender

- Male - 29%
- Female - 71%

Projections

Growth Rate

Average
5.0% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	86%
Internet	36%
In-house Promotion/Transfer	29%
Employee Referrals	29%

ACCOUNTANTS AND AUDITORS

15 FIRMS RESPONDED

Where the Jobs Are

Accounting, auditing & bookkeeping ...	32.4%
Computer & office equipment	8.9%
State government	5.3%
Other	53.4%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%
Other	7%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 20% of employers offer work on a part-time basis averaging 23 hours per week.
- 6% of employers offer work on a seasonal basis averaging 20 hours per week.

Other Related Information Sources

DOT Code # 160.162-018
CA Occupational Guide # 1

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	27%
No	0%	73%

Qualifications

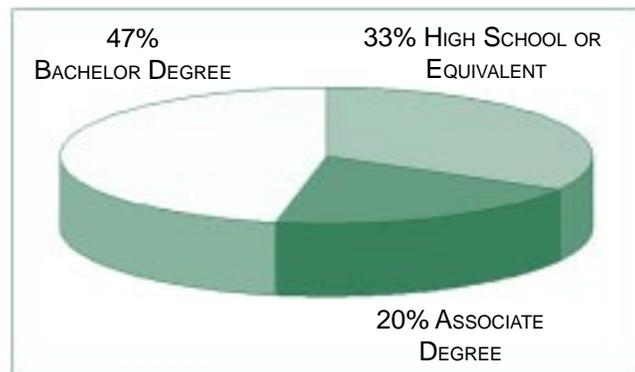
Technical: Ability to conduct an audit. Ability to use accounting software. Ability to write effectively. Business math skills. Government accounting skills. Cost accounting skills. Tax accounting skills. Estate planning skills. Financial planning skills. Verbal presentation skills. Problem solving skills. Bondable.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: New practitioners must be a Certified Public Accountant (CPA)

Education

Surveyed employers reported the following educational levels required for recent hires:



BAKERS - BREAD AND PASTRY

OES CODE 650210

SURVEYED SUMMER 2002

Description

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.75	\$9.25	\$8.00
New Hire, Experienced	\$7.00	\$12.00	\$10.00
Experienced, 3 Yrs w/firm	\$8.00	\$15.00	\$11.50

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	13%	0%	7%
Dental Insurance	40%	0%	7%	20%
Vision Insurance	20%	0%	0%	47%
Life Insurance	13%	0%	0%	53%
Sick Leave	40%	0%	0%	27%
Vacation	53%	0%	0%	13%
Retirement Plan	27%	13%	0%	27%
Child Care	0%	0%	0%	67%

Size of Occupation

Range

- Medium - 256 to 512 workers

Gender

- Male - 65%
- Female - 35%

Projections

Growth Rate

Slower than average
3.7% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	53%
Employee Referrals	47%
In-house Promotion/Transfer	33%

BAKERS - BREAD AND PASTRY

15 FIRMS RESPONDED

Where the Jobs Are

Grocery stores	49.4%
Eating and drinking places	20.9%
Retail bakeries	16.6%
Other	13.1%

Other Information

Shifts

Day	53%
Swing	40%
Graveyard	47%
Other	13%

Hours

- 66% of employers offer work on a full-time basis averaging 39 hours per week.
- 60% of employers offer work on a part-time basis averaging 24 hours per week.

Other Related Information Sources

DOT Code # 526.381-010

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	33%
No	60%	67%

Qualifications

Technical: Pastry making skills. Pastry decorating skills. Mastery of baking equipment.

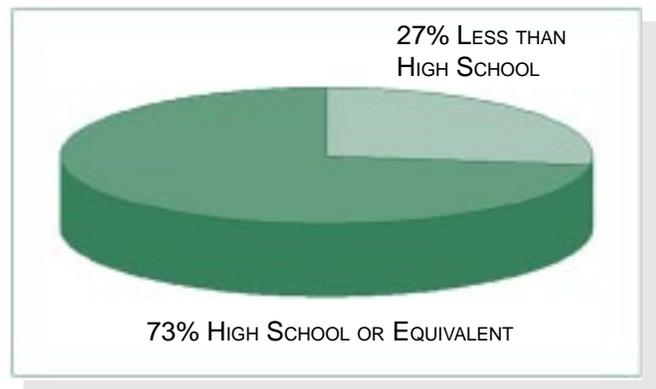
Physical: Ability to pass a pre-employment medical examination. Ability to stand continuously for 2 or more hours. Ability to lift at least 25 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$10.00	\$19.77	\$13.50
Experienced, 3 Yrs w/firm	\$15.00	\$18.22	\$16.62

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$14.42	\$20.63	\$17.59
Experienced, 3 Yrs w/firm	\$16.70	\$22.75	\$19.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	27%	67%	0%	7%
Dental Insurance	33%	60%	0%	7%
Vision Insurance	33%	47%	0%	20%
Life Insurance	33%	27%	0%	40%
Sick Leave	60%	0%	0%	40%
Vacation	87%	7%	0%	7%
Retirement Plan	27%	53%	0%	20%
Child Care	0%	0%	7%	93%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 100%
- Female - 0%

Projections

Growth Rate

Slower than average
3.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	87%
In-house Promotion/Transfer	47%
Employee Referrals	40%

15 FIRMS RESPONDED

Where the Jobs Are

Elementary and secondary schools	19.8%
Local government	13.6%
Trucking and courier services	8.8%
Recreational vehicle dealers	5.2%
Other	52.6%

Other Information

Shifts

Day	100%
Swing	27%
Graveyard	7%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 6% of employers offer work on a part-time basis averaging 25 hours per week.

Other Related Information Sources

DOT Code # 625.281-010
CA Occupational Guide # 251

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	91%	36%
No	9%	64%

Qualifications

Technical: Ability to use hand tools. Ability to implement safe work practices. Ability to operate electronic automotive diagnostic equipment. Ability to repair diesel engines. Ability to operate electric testing equipment. Knowledge of basic auto mechanics. Knowledge of hydraulics. Automobile body and fender repair skills. Welding skills. Shop math skills. Possession of a valid Class A and Class B driver's license.

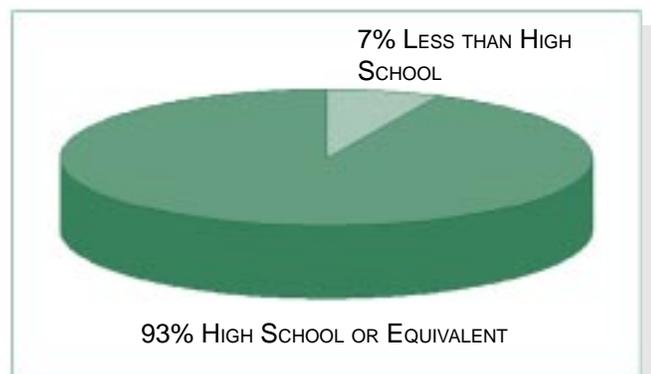
Physical: Ability to lift at least 75 lbs. repeatedly.

Personal: Ability to provide own hand tools. Ability to work independently. Willingness to work with close supervision. Public contact skills. Possession of a good driving record.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields, such as carpentry or plumbing. Does not include general managers of large construction contracting firms.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$12.47	\$22.00	\$21.58
New Hire, Experienced	\$17.26	\$32.00	\$23.99
Experienced, 3 Yrs w/firm	\$19.79	\$38.00	\$28.89

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	31%	56%	0%	13%
Dental Insurance	19%	19%	6%	56%
Vision Insurance	6%	19%	0%	75%
Life Insurance	19%	0%	0%	81%
Sick Leave	69%	0%	6%	25%
Vacation	75%	0%	6%	19%
Retirement Plan	25%	25%	13%	38%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Large - 513 to 1109 workers

Gender

- Male - 96%
- Female - 4%

Projections

Growth Rate

Average
4.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	50%
In-house Promotion/Transfer	50%
Employee Referrals	44%

Where the Jobs Are

Residential building construction	38.7%
Nonresidential building construction ...	11.2%
Misc. special trade contractors	7.6%
Carpentry and floor work	6.7%
Other	35.8%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 44 hours per week.

Other Related Information Sources

DOT Code # 182.167-010

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	85%	7%
No	15%	93%

Qualifications

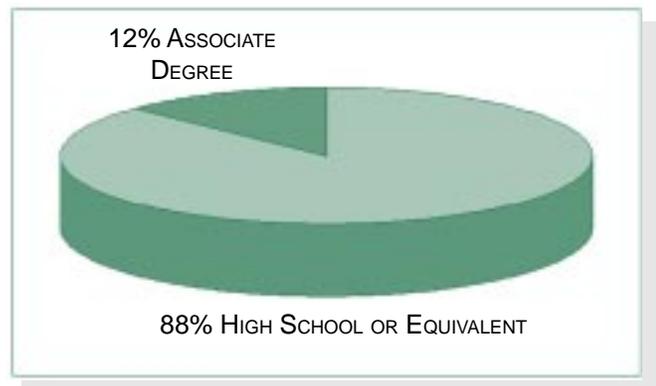
Technical: Ability to follow purchasing procedures. Ability to perform advanced mathematical computations. Ability to hire and assign personnel. Ability to estimate costs and submit bids. Understanding of building codes. Understanding of commercial real estate practices. Understanding of construction terms. Understanding of contract law. Understanding of the collective bargaining process. Knowledge of OSHA safety standards. Knowledge of EEO and affirmative action programs and guidelines. Office management skills. Civil engineering skills. Landscape site planning skills. Report writing skills. Possession of a contractor's license.

Personal: Ability to work independently.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Short Order Cooks prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counters or tables. Does not include cooks in fast foods establishments.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.75	\$8.57	\$7.50
New Hire, Experienced	\$6.75	\$10.00	\$9.00
Experienced, 3 Yrs w/firm	\$8.00	\$14.00	\$11.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	13%	0%	7%	67%
Dental Insurance	0%	7%	13%	67%
Vision Insurance	13%	7%	7%	60%
Life Insurance	0%	0%	0%	87%
Sick Leave	13%	0%	0%	73%
Vacation	47%	0%	0%	40%
Retirement Plan	13%	7%	0%	67%
Child Care	0%	0%	0%	87%

Size of Occupation

Range

- Medium - 256 to 512 workers

Gender

- Male - 70%
- Female - 30%

Projections

Growth Rate

Slower than average
3.0% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	67%
Walk-in Applicants	47%
Newspaper Ads	47%

COOKS - SHORT ORDER

15 FIRMS RESPONDED

Where the Jobs Are

Eating and drinking places	73.3%
Grocery stores	7.8%
Other	18.9%

Other Information

Shifts

Day	93%
Swing	53%
Graveyard	0%

Hours

- 80% of employers offer work on a full-time basis averaging 40 hours per week.
- 40% of employers offer work on a part-time basis averaging 23 hours per week.
- 13% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 26% of employers offer tips and commission ranging from \$0.05 to \$2.14 per hour.

Other Related Information Sources

DOT Code # 313.374-014
CA Occupational Guide # 366

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	33%
No	60%	67%

Qualifications

Technical: Ability to operate a cash register. Fry cooking skills. Food preparation skills.

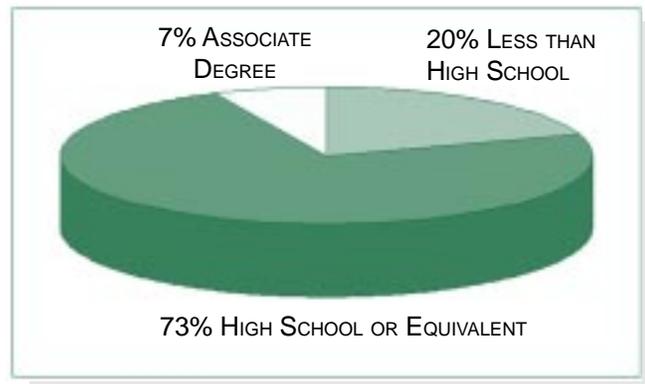
Physical: Ability to pass a pre-employment medical examination. Ability to stand continuously for 2 or more hours. Ability to lift at least 30 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



DIETICIANS AND NUTRITIONISTS

OES CODE 325210

SURVEYED SUMMER 2002

Description

Dieticians and Nutritionists organize, plan, and conduct food service or nutritional programs to assist in promotion of health and control of disease. They may administer activities of department providing quantity food service. They may plan, organize, and conduct programs in nutritional research.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$19.55	\$23.97	\$22.88
New Hire, Experienced	\$17.00	\$25.00	\$21.32
Experienced, 3 Yrs w/firm	\$19.50	\$28.00	\$23.74

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	30%	60%	0%	0%
Dental Insurance	40%	40%	0%	10%
Vision Insurance	40%	40%	0%	10%
Life Insurance	60%	20%	0%	10%
Sick Leave	80%	10%	0%	0%
Vacation	80%	10%	0%	0%
Retirement Plan	30%	40%	0%	20%
Child Care	0%	0%	20%	70%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 8%
- Female - 92%

Projections

Growth Rate

Slower than average
3.2% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	100%
Trade Journals	30%
Internet	30%
College/Universities	30%

DIETICIANS AND NUTRITIONISTS

10 FIRMS RESPONDED

Where the Jobs Are

Local government	44.6%
Hospitals	23.1%
Individual and family services	9.1%
Other	23.2%

Other Information

Shifts

Day	100%
Swing	10%
Graveyard	0%

Hours

- 90% of employers offer work on a full-time basis averaging 40 hours per week.
- 50% of employers offer work on a part-time basis averaging 15 hours per week.
- 10% of employers offer work on a temporary basis averaging 15 hours per week.

Other Related Information Sources

DOT Code # 077.061-010, 077.117-010
 # 077.127-010, 077.127-014
 # 077.127-018
 CA Occupational Guide # 98

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	75%	25%
No	25%	75%

Qualifications

Technical: Ability to teach principles of food and nutrition. Ability to modify menus because of dietary restrictions. Ability to plan and organize the work of others and to plan and organize training programs. Ability to follow safe work practices. Ability to prepare client meal plans. Knowledge of food science. Understanding of good diet and nutrition. Understanding of food processing methods. Food preparation and institutional cooking skills. Menu planning skills. Nutrition research skills. Food buying skills.

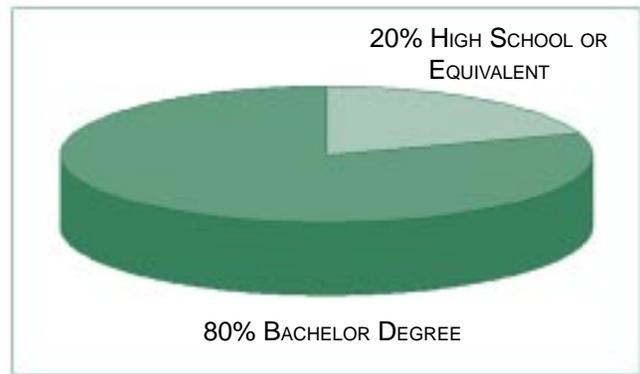
Physical: Possess an excellent sense of color, taste and smell. Ability to stand for prolonged periods of time.

Personal: Ability to deal effectively with individuals. Ability to work independently. Public contact skills. Oral communication skills. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



DRUG AND ALCOHOL COUNSELORS

OES CODE 195367999

SURVEYED SUMMER 2002

Description

Drug and Alcohol Counselors assess and treat drug and alcohol problems with individuals. Treatment may consist of individual, group or family counseling.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$15.00	\$9.30
New Hire, Experienced	\$9.00	\$16.44	\$12.24
Experienced, 3 Yrs w/firm	\$12.00	\$18.36	\$14.19

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	36%	43%	0%	7%
Dental Insurance	43%	21%	0%	21%
Vision Insurance	36%	29%	0%	21%
Life Insurance	21%	7%	14%	43%
Sick Leave	64%	7%	7%	7%
Vacation	64%	7%	7%	7%
Retirement Plan	36%	21%	7%	21%
Child Care	0%	0%	0%	86%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 37%
- Female - 63%

Projections

Growth Rate

N/A

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	86%
Employee Referrals	43%
Walk-in Applicants	29%

DRUG AND ALCOHOL COUNSELORS

14 FIRMS RESPONDED

Where the Jobs Are

Individual and family social services ...	65.0%
Specialty outpatient facilities	14.0%
Local government	14.0%
Social services	7.0%

Other Information

Shifts

Day	100%
Swing	43%
Graveyard	14%
Other	7%

Hours

- 79% of employers offer work on a full-time basis averaging 38 hours per week.
- 64% of employers offer work on a part-time basis averaging 21 hours per week.
- 14% of employers offer work on a temporary basis averaging 17 hours per week.

Other Related Information Sources

DOT Code # 045.107-058

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	91%	69%
No	9%	31%

Qualifications

Technical: Ability to treat substance abuse. Ability to monitor compliance with parole procedures and practices. Ability to interview others for information. Ability to maintain progress notes, treatment summaries and an appointment calendar. Knowledge of drug chemistry and over-the-counter medications. Knowledge of protective services for children and adults. Understanding of disability insurance. Correctional counseling skills. Family counseling skills.

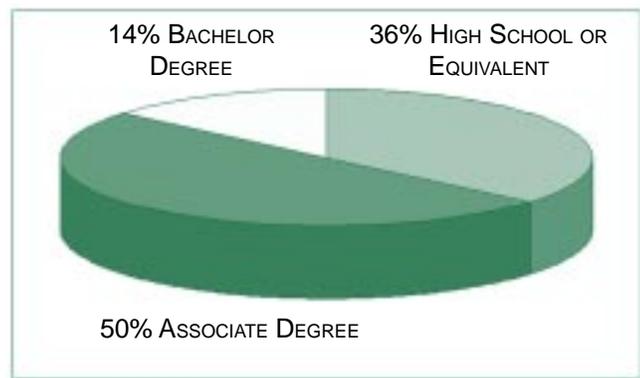
Physical: Ability to sit continuously for 2 or more hours. Possession of emotional stability.

Personal: Ability to deal effectively with difficult individuals. Ability to work independently. Ability to assess emergency situations and set priorities quickly. Willingness to work irregular hours. Listening skills. Understanding of a variety of cultures.

Legally Mandated Requirements: Certification as a Drug and Alcohol Counselor

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Emergency Medical Technicians (EMT) are ambulance attendants/drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Paramedics are trained and certified to provide emergency advanced life support at the scene of an emergency and during ambulance transport to hospitals. They use a broad range of sophisticated life-saving equipment and techniques, including specified drugs. Does not include Firefighters trained as EMT I or Paramedics.

EMT I		Wages		
<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>	
New Hire, No Experience	\$7.91	\$7.91	\$7.91	
New Hire, Experienced	\$7.91	\$9.39	\$8.65	
Experienced, 3 Yrs w/firm	\$7.91	\$10.38	\$9.15	

PARAMEDIC		Wages		
<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>	
New Hire, No Experience	\$11.86	\$11.86	\$11.86	
New Hire, Experienced	\$10.00	\$11.86	\$10.93	
Experienced, 3 Yrs w/firm	\$10.00	\$13.09	\$11.55	

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	50%	0%	0%	50%
Dental Insurance	50%	0%	0%	50%
Vision Insurance	50%	0%	0%	50%
Life Insurance	50%	0%	0%	50%
Sick Leave	50%	0%	0%	50%
Vacation	50%	0%	0%	50%
Retirement Plan	0%	0%	50%	50%
Child Care	0%	0%	50%	50%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 64%
- Female - 36%

Projections

Growth Rate

Much faster than average
7.5% annually

Supply and Demand

Difficulty Finding Employees

EMT I	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Paramedic	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

EMERGENCY MEDICAL TECHNICIANS AND PARAMEDIC

2 FIRMS RESPONDED

Where the Jobs Are

Hospitals	% n/a
Local and suburban transportation	% n/a
Local government	% n/a

Other Information

EMT I	Shifts
Day	50%
Swing	50%
Graveyard	50%
Other	100%

PARAMEDIC	Shifts
Day	100%
Swing	50%
Graveyard	50%
Other	50%

Hours

- 100% of employers offer work on a full-time basis averaging 44 hours per week.
- 100% of employers offer work on a part-time basis averaging 24 hours per week.

Primary Recruitment Methods

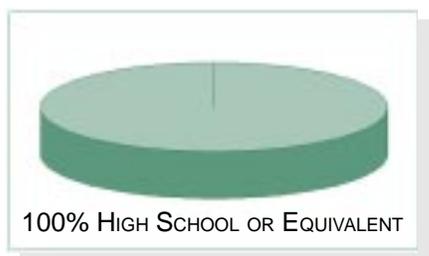
Walk-in Applicants	100%
Newspaper Ads	50%
In-house Promotion/Transfer	50%
Employee Referrals	50%

Other Related Information Sources

DOT Code # 079.374-010, 079.364-026
CA Occupational Guide # 550, 241

Education

Surveyed employers reported the following educational levels required for recent hires:



Employer Requirements

EMT I

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	50%	0%
No	50%	100%

PARAMEDIC

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	50%
No	0%	50%

Qualifications

Technical: Ability to perform pediatric and endotracheal and gastric intubations. Ability to recognize ventricular fibrillation and cardiac standstill. Ability to monitor and maintain IV lines and to administer injections. Ability to operate automatic and semi-automatic defibrillators. Ability to test, check, maintain emergency medical equipment and to assist with inflation of antishock trousers. Ability to perform ventilation by use of esophageal airway. Ability to accurately record and report information. Ability to remove foreign bodies with forceps. Ability to use a laryngoscope. Ability to perform needle thoracostomy. Ability to use snake bite kits and constricting bands. Ability to take charge and handle major emergencies. Ability to perform synchronized cardioversion. Ambulance/emergency vehicle driving skills. Possess California Driver's License.

Physical: Ability to perform strenuous, physically demanding work. Ability to lift and move patients. Good physical condition. Good vision. Possession of good color perception.

Personal: Ability to assess emergency situations and set priorities quickly. Ability to work as part of a team. Ability to work independently. Ability to work under pressure.

Legally Mandated Requirements: EMT I - Certification by the California Emergency Medical Services Authority (CEMSA)
Paramedic - Licensure by CEMSA. Both need licensure by California Highway Patrol

Description

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$10.00	\$8.30
New Hire, Experienced	\$7.25	\$10.70	\$9.00
Experienced, 3 Yrs w/firm	\$8.00	\$12.00	\$10.75

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	27%	53%	0%	7%
Dental Insurance	13%	53%	7%	13%
Vision Insurance	13%	40%	7%	27%
Life Insurance	20%	33%	0%	33%
Sick Leave	47%	20%	0%	20%
Vacation	53%	20%	0%	13%
Retirement Plan	7%	40%	7%	33%
Child Care	0%	0%	0%	87%

Size of Occupation

Range

- Large - 513 to 1109 workers

Gender

- Male - 79%
- Female - 21%

Projections

Growth Rate

Faster than average
6.0% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	87%
Employee Referrals	80%
Walk-in Applicants	53%

GUARDS AND WATCH GUARDS

15 FIRMS RESPONDED

Where the Jobs Are

Miscellaneous business services	53.2%
Misc. amusement, recreation service ...	15.3%
Real estate agents and managers	5.3%
Other	26.2%

Other Information

Shifts

Day	87%
Swing	73%
Graveyard	73%

Hours

- 86% of employers offer work on a full-time basis averaging 40 hours per week.
- 73% of employers offer work on a part-time basis averaging 19 hours per week.
- 20% of employers offer work on a temporary basis averaging 13 hours per week.
- 26% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 6% of employers offer a shift differential for graveyard of \$1.25 per hour.

Other Related Information Sources

DOT Code # 372.563-010
372.667-034
CA Occupational Guide # 75

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	67%
No	60%	33%

Qualifications

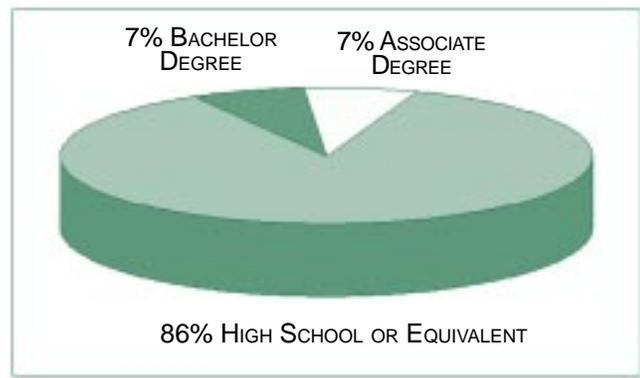
Technical: Ability to write effectively. Ability to use a baton. Ability to operate video surveillance equipment. Ability to administer emergency first aid. Ability to follow security protection procedures. Possession of a valid driver's license. Bondable. Licensed to carry firearms.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Possession of a reliable vehicle. Possession of a clean police record.

Legally Mandated Requirements: Security Guard Registration

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$15.00	\$11.99
New Hire, Experienced	\$8.18	\$16.78	\$13.20
Experienced, 3 Yrs w/firm	\$9.21	\$23.01	\$14.38

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	27%	20%	0%	40%
Dental Insurance	13%	13%	0%	60%
Vision Insurance	7%	0%	0%	80%
Life Insurance	0%	7%	0%	80%
Sick Leave	20%	7%	0%	60%
Vacation	67%	0%	0%	20%
Retirement Plan	13%	0%	0%	73%
Child Care	0%	0%	0%	87%

Size of Occupation

Range

- Medium - 256 to 512 workers

Gender

- Male - 40%
- Female - 60%

Projections

Growth Rate

Slower than average
3.3% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	53%
Walk-in Applicants	47%
In-house Promotions/Transfer	40%

Where the Jobs Are

Hotels and motels 100%

Other Information

Shifts

Day 80%
 Swing 20%
 Graveyard 7%
 Other 47%

Hours

- 80% of employers offer work on a full-time basis averaging 42 hours per week.
- 20% of employers offer work on a part-time basis averaging 16 hours per week.
- 6% of employers offer work on a temporary basis averaging 2 hours per week.
- 6% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 33% of employers offer a bonus ranging from \$0.82 to \$4.79 per hour.
- 7% of employers offer housing as part of employment.

Other Related Information Sources

DOT Code # 187.117-038
 # 187.167-122
 CA Occupational Guide # 114

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	67%	50%
No	33%	50%

Qualifications

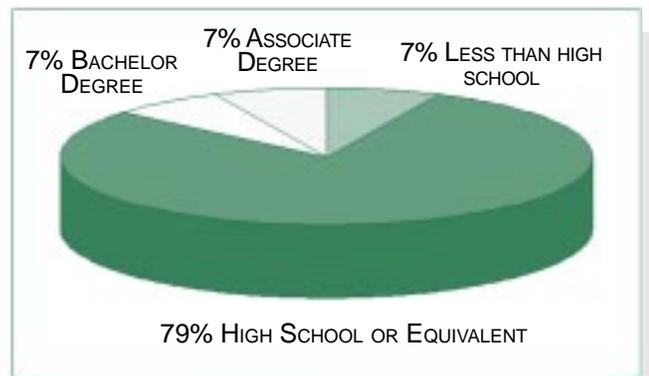
Technical: Ability to maintain financial records. Ability to hire and assign personnel. Ability to write effectively. Ability to plan and organize the work of others. Ability to manage an activity or department. Ability to follow purchasing procedures. Understanding of inventory techniques. Problem solving skills. Catering skills. Business math and record keeping skills.

Personal: Ability to work under pressure. Ability to work independently. Public contact skills. Customer service skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Massage Therapists massage customers and administer other body conditioning treatments for hygienic or remedial purposes. They apply alcohol, lubricants, or other rubbing compounds. They massage the body, using such techniques as kneading, rubbing, and stroking the flesh. They administer steam or dry heat, ultraviolet or infrared, or water treatments. They may counsel clients in activities such as reducing or remedial exercises, and body condition or treatments.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$22.14	\$18.00
New Hire, Experienced	\$10.00	\$35.00	\$20.00
Experienced, 3 Yrs w/firm	\$13.00	\$35.00	\$26.25

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	13%	0%	0%	7%
Dental Insurance	0%	0%	7%	13%
Vision Insurance	7%	0%	0%	13%
Life Insurance	13%	0%	0%	7%
Sick Leave	13%	0%	0%	7%
Vacation	13%	0%	0%	7%
Retirement Plan	0%	7%	0%	13%
Child Care	0%	0%	0%	20%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 60%
- Female - 40%

Projections

Growth Rate

N/A

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	60%
School and Program Referrals	53%
Newspaper Ads	47%

Where the Jobs Are

Offices and clinics of chiropractor	67%
Beauty shops	13%
Membership sports/recreational clubs	6%
Vocational schools	6%
Miscellaneous personal services	6%
Other	2%

Other Information

Shifts

Day	93%
Swing	7%
Graveyard	0%

Hours

- 20% of employers offer work on a full-time basis averaging 37 hours per week.
- 93% of employers offer work on a part-time basis averaging 16 hours per week.
- 6% of employers offer work on a temporary basis averaging 8 hours per week.
- 6% of employers offer work on a seasonal basis averaging 20 hours per week.

Other Related Information Sources

DOT Code # 334.374-010

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	92%	29%
No	8%	71%

Qualifications

Technical: Ability to write effectively. Ability to perform Swedish massage. Ability to apply massage techniques for sports injuries. Ability to apply massage techniques for pregnant women. Ability to perform deep tissue massage. Record keeping skills. Supervisory skills.

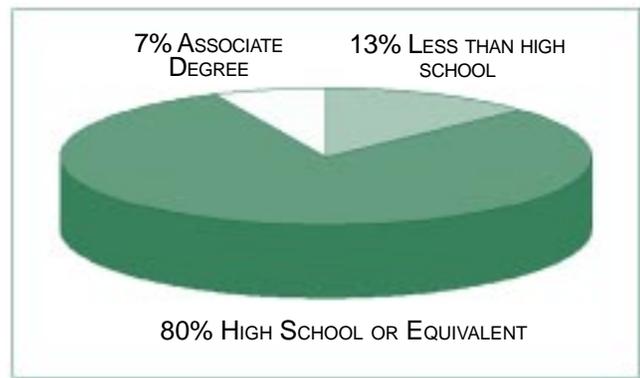
Physical: Ability to tolerate heat and humidity. Ability to stand for prolonged periods.

Personal: Ability to work independently. Willingness to work with close supervision. Interpersonal skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Occupational Therapists plan, organize, and participate in medically oriented occupational programs in hospitals or similar institutions to rehabilitate patients who are physically or mentally ill.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$16.00	\$24.00	\$20.00
New Hire, Experienced	\$17.00	\$26.00	\$24.77
Experienced, 3 Yrs w/firm	\$20.00	\$30.00	\$27.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	25%	25%	0%	13%
Dental Insurance	38%	13%	0%	13%
Vision Insurance	25%	13%	0%	25%
Life Insurance	38%	0%	0%	25%
Sick Leave	63%	0%	0%	0%
Vacation	63%	0%	0%	0%
Retirement Plan	38%	13%	0%	13%
Child Care	0%	0%	0%	63%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 6%
- Female - 94%

Projections

Growth Rate

Slower than average
3.2% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Employee Referrals	63%
Newspaper Ads	50%
Internet	25%
College/Universities	25%
In-house Promotions/Transfer	25%
Other	25%

Where the Jobs Are

Offices of other health practitioners 75%
 Elementary and secondary schools 12.5%
 Other 12.5%

Other Information

Shifts

Day 100%
 Swing 13%
 Graveyard 0%

Hours

- 63% of employers offer work on a full-time basis averaging 37 hours per week.
- 63% of employers offer work on a part-time basis averaging 15 hours per week.

Other Related Information Sources

DOT Code # 076.121-010
 # 076.167-010
 CA Occupational Guide # 143

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	72%	0%
No	28%	100%

Qualifications

Technical: Ability to plan and organize the work of others. Ability to write effectively. Knowledge of geriatrics. Record keeping skills. Problem solving skills.

Physical: Good physical condition. Possession of emotional stability.

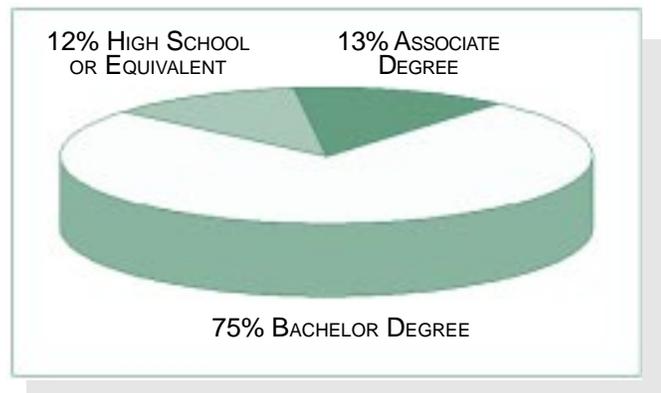
Personal: Ability to relate to patients. Ability to work as part of a team. Ability to work independently. Ability to exercise patience. Willingness to work with close supervision. Imagination and creativity. Empathetic.

Legally Mandated Requirements:

Registered by the American Occupational Therapy Certification Board

Education

Surveyed employers reported the following educational levels required for recent hires:



PLUMBERS, PIPEFITTERS AND STEAMFITTERS

OES CODE 875020

SURVEYED SUMMER 2002

Description

Plumbers, Pipefitters and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air or other liquids or gases. Does not include those who primarily install and repair heating, air conditioning, and refrigeration systems.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$12.00	\$8.99
New Hire, Experienced	\$10.00	\$25.00	\$17.00
Experienced, 3 Yrs w/firm	\$12.00	\$28.00	\$20.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	40%	0%	13%
Dental Insurance	27%	20%	0%	53%
Vision Insurance	13%	20%	0%	67%
Life Insurance	20%	0%	0%	80%
Sick Leave	33%	7%	0%	60%
Vacation	87%	0%	0%	13%
Retirement Plan	27%	27%	7%	40%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 256 to 512 workers

Gender

- Male - 100%
- Female - 0%

Projections

Growth Rate

Slower than average
3.0% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	86%
Employee Referrals	71%
Walk-in Applicants	43%

PLUMBERS, PIPEFITTERS AND STEAMFITTERS

15 FIRMS RESPONDED

Where the Jobs Are

Plumbing, heating, air conditioning	70.4%
Local government	9.2%
Other	20.4%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	7%
Other	20%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.

Wages

- 20% of employers offer a bonus ranging from \$0.10 to \$2.16 per hour.

Other Related Information Sources

DOT Code # 862.381-030
 # 862.681-010
 # 862.381-034
 CA Occupational Guide # 173

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	85%	31%
No	15%	69%

Qualifications

Technical: Ability to use hand tools and read blueprints. Understanding of building codes. Arc welding, pipefitting, gas welding, soldering and cost estimating skills. Possession of a valid driver's license.

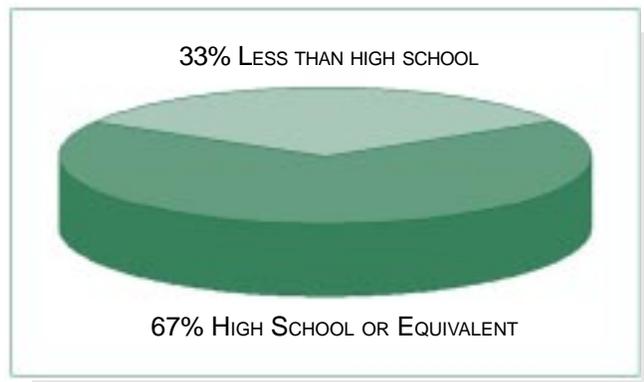
Physical: Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to work independently. Ability to provide own hand tools. Willingness to work with close supervision. Public contact skills. Possession of a good DMV driving record and a reliable vehicle.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Radiologic Technologists take X-rays and CAT scans or administer nonradioactive materials into patients blood stream for diagnostic purposes. Includes technologists who specialize in other modalities such as computed tomography, ultrasound, and magnetic resonance. Includes workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$12.00	\$19.00	\$16.54
New Hire, Experienced	\$14.00	\$22.00	\$19.50
Experienced, 3 Yrs w/firm	\$15.00	\$24.00	\$21.40

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	73%	18%	0%	0%
Dental Insurance	64%	0%	9%	18%
Vision Insurance	55%	0%	0%	36%
Life Insurance	64%	0%	0%	27%
Sick Leave	91%	0%	0%	0%
Vacation	91%	0%	0%	0%
Retirement Plan	27%	27%	9%	27%
Child Care	9%	0%	18%	64%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 28%
- Female - 72%

Projections

Growth Rate

Slower than average
2.2% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	82%
Walk-in Applicants	45%
Employee Referrals	36%

RADIOLOGIC TECHNOLOGISTS

11 FIRMS RESPONDED

Where the Jobs Are

Hospitals.....	62.0%
Offices of physicians	31.2%
Other	6.8%

Other Information

Shifts

Day	100%
Swing	36%
Graveyard	27%
Other	9%

Hours

- 91% of employers offer work on a full-time basis averaging 39 hours per week.
- 45% of employers offer work on a part-time basis averaging 26 hours per week.
- 27% of employers offer work on a temporary basis averaging 8 hours per week.

Other Related Information Sources

DOT Code # 078.362-026, 078.362-046
 # 078.362-050, 078.362-054
 # 078.362-058, 078.364-010
 CA Occupational Guide # 89, 535

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	55%
No	0%	45%

Qualifications

Technical: Ability to follow fluoroscopic imaging procedures. Ability to administer magnetic resonance imaging. Ability to use film developing equipment. Ability to follow safe equipment operating practices. Ability to write effectively. Ability to take vital signs. Ability to apply transferring techniques moving patients. Knowledge of medical terminology. Registration with the American Registry of Radiologic Technologists. Record keeping skills. Ultrasound scanning skills. CT scanning skills.

Physical: Ability to stand continuously for 2 or more hours.

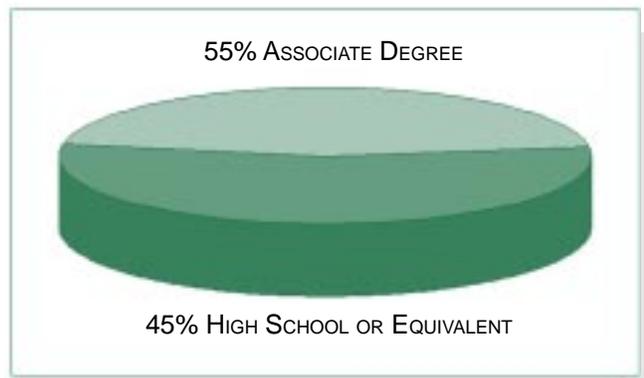
Personal: Ability to work independently. Ability to work under pressure. Public contact skills. Willingness to work with close supervision.

Legally Mandated Requirements:

Certification as a Radiologic Technologist

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, childrens' homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.73	\$9.10	\$8.15
New Hire, Experienced	\$8.00	\$12.50	\$10.00
Experienced, 3 Yrs w/firm	\$9.00	\$15.00	\$11.25

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	64%	18%	0%	18%
Dental Insurance	45%	9%	18%	27%
Vision Insurance	45%	9%	9%	36%
Life Insurance	27%	0%	0%	73%
Sick Leave	91%	0%	0%	9%
Vacation	91%	0%	0%	9%
Retirement Plan	27%	9%	18%	45%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 256 to 512 workers

Gender

- Male - 39%
- Female - 61%

Projections

Growth Rate

Slower than average
3.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	82%
Employee Referrals	55%
In-house Promotion/Transfer	27%

Where the Jobs Are

Residential Care	41.1%
Elementary and secondary schools	25.1%
Individual and family services	16.6%
Other	17.2%

Other Information

Shifts

Day	82%
Swing	55%
Graveyard	64%
Other	18%

Hours

- 100% of employers offer work on a full-time basis averaging 41 hours per week.
- 27% of employers offer work on a part-time basis averaging 21 hours per week.
- 36% of employers offer work on a temporary basis averaging 14 hours per week.

Wages

- 18% of employers offer a bonus ranging from \$0.03 to \$0.25 per hour.

Other Related Information Sources

DOT Code # 187.167-186
045.107-038

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	37%
No	60%	63%

Qualifications

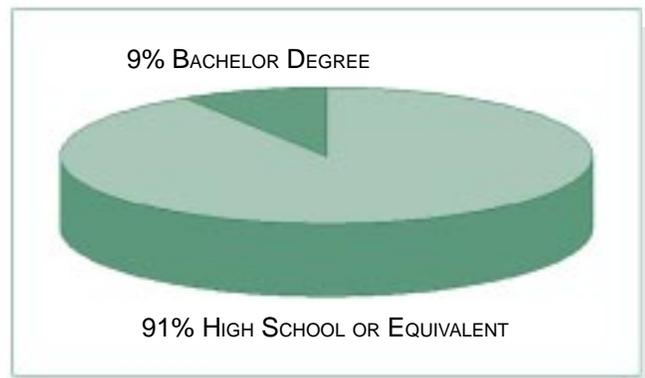
Technical: Ability to apply stress management techniques. Ability to implement a progressive discipline process. Ability to plan and organize the work of others. Ability to write effectively. Record keeping skills. Merchandise ordering skills. Problem solving skills.

Personal: Ability to do shift work. Ability to work independently. Ability to deal effectively with difficult individuals. Willingness to work with close supervision. Interpersonal skills. Listening skills. Empathetic.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Secretaries (except Legal and Medical) relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.90	\$11.86	\$10.00
New Hire, Experienced	\$8.63	\$15.46	\$11.00
Experienced, 3 Yrs w/firm	\$12.00	\$15.00	\$13.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.64	\$13.55	\$11.20
New Hire, Experienced	\$10.97	\$14.43	\$12.43
Experienced, 3 Yrs w/firm	\$12.13	\$15.73	\$13.52

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	25%	75%	0%	0%
Dental Insurance	44%	50%	6%	0%
Vision Insurance	44%	44%	0%	13%
Life Insurance	31%	19%	0%	50%
Sick Leave	94%	0%	0%	6%
Vacation	94%	0%	6%	0%
Retirement Plan	19%	69%	6%	6%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Very large - more than 1109 workers

Gender

- Male - 0%
- Female - 100%

Projections

Growth Rate

Slower than average
3.9% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified	x		
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	81%
In-house Promotion/Transfer	63%
Employee Referrals	38%
Walk-in Applicants	38%

Where the Jobs Are

Elementary and secondary schools	18.8%
Accounting, auditing & bookkeeping	6.4%
Local government	6.2%
Personnel supply services	4.5%
Other	64.1%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 39 hours per week.
- 31% of employers offer work on a part-time basis averaging 25 hours per week.

Other Related Information Sources

DOT Code # 201.362-022
 # 201.362-030
 CA Occupational Guide # 128

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	46%
No	60%	54%

Qualifications

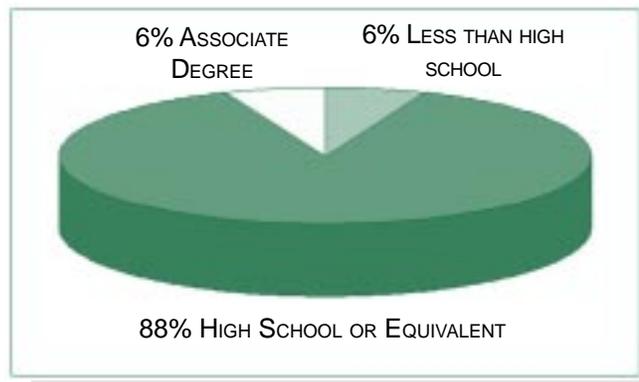
Technical: Ability to follow billing procedures. Ability to take dictation at 100 wpm or more. Ability to maintain an appointment calendar. Ability to write effectively. Ability to use word processing and spreadsheet software. Ability to type at least 60 wpm. Ability to operate a transcribing machine. Telephone answering skills. Proofreading skills. Alphabetic and numeric filing skills. English grammar, spelling, and punctuation skills.

Personal: Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints of burred surfaces.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$10.00	\$9.00
New Hire, Experienced	\$10.00	\$20.00	\$15.00
Experienced, 3 Yrs w/firm	\$14.00	\$30.00	\$20.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	67%	13%	0%	20%
Dental Insurance	33%	7%	7%	53%
Vision Insurance	27%	7%	7%	60%
Life Insurance	20%	0%	0%	80%
Sick Leave	20%	7%	0%	73%
Vacation	67%	13%	7%	13%
Retirement Plan	33%	7%	13%	47%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 256 to 512 workers

Gender

- Male - 97%
- Female - 3%

Projections

Growth Rate

Faster than average
6.9% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Walk-in Applicants	67%
Employee Referrals	60%
Newspaper Ads	47%

Where the Jobs Are

Plumbing, heating, air conditioning 78.6%
 Other 21.4%

Other Information

Shifts

Day 100%
 Swing 0%
 Graveyard 0%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 13% of employers offer work on a part-time basis averaging 24 hours per week.

Wages

- 6% of employers offer a bonus ranging from \$0.14 to \$0.19 per hour.

Other Related Information Sources

DOT Code # 804.281-010
 CA Occupational Guide # 49

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	33%
No	0%	67%

Qualifications

Technical: Ability to read blueprints. Ability to use hand tools. Knowledge of geometry and trigonometry. Sheet metal working skills. Welding skills. Shop math skills. Mechanical drawing skills.

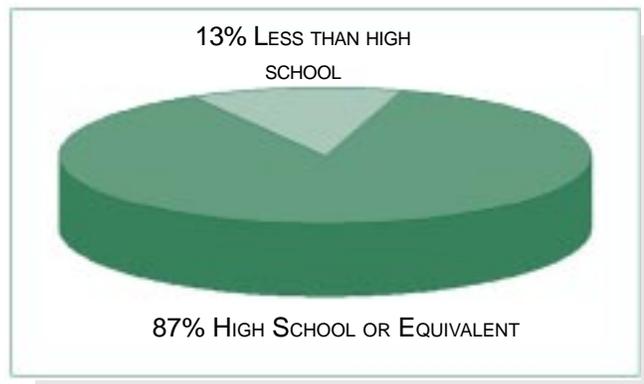
Physical: Ability to stand continuously for 2 or more hours. Ability to lift at least 50 lbs. repeatedly. Manual dexterity. Good eye-hand coordination. Possession of agility and coordination.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of mechanical and spatial aptitude.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



TELECOMMUNICATIONS TECHNICIANS

OES CODE 003061998

SURVEYED SUMMER 2002

Description

Telecommunications Technicians provide for day-to-day operations and technical oversight of assigned telecommunications systems, services and facilities. They perform a range of telecommunication technical support functions. They trouble shoot systems, and may analyze and evaluate technological changes and innovations, or determine feasibility or emerging technologies.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$12.00	\$9.00
New Hire, Experienced	\$9.00	\$18.30	\$14.00
Experienced, 3 Yrs w/firm	\$13.00	\$26.77	\$18.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$16.07	\$20.00	\$17.67
Experienced, 3 Yrs w/firm	\$16.87	\$23.00	\$20.46

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	41%	53%	0%	0%
Dental Insurance	29%	29%	0%	35%
Vision Insurance	18%	29%	0%	47%
Life Insurance	47%	6%	0%	41%
Sick Leave	71%	6%	0%	18%
Vacation	82%	6%	0%	6%
Retirement Plan	24%	41%	0%	29%
Child Care	0%	0%	0%	94%

Size of Occupation

Range

- Small - less than 256 workers

Gender

- Male - 90%
- Female - 10%

Projections

Growth Rate

N/A

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	75%
Newspaper Ads	69%
In-house Promotion/Transfer	31%

TELECOMMUNICATIONS TECHNICIANS

17 FIRMS RESPONDED

Where the Jobs Are

Electrical work	56.0%
Cable and other pay services	12.5%
Other	31.5%

Other Information

Shifts

Day	100%
Swing	6%
Graveyard	6%

Hours

- 94% of employers offer work on a full-time basis averaging 41 hours per week.
- 12% of employers offer work on a part-time basis averaging 27 hours per week.

Wages

- 18% of employers offer a bonus ranging from \$0.05 to \$0.84 per hour.

Other Related Information Sources

DOT Code # 829.667-010, 821.361-010
828.261-022

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	73%	50%
No	27%	50%

Qualifications

Technical: Mechanical aptitude. Programming test equipment skills. Trouble shooting and repairing communications systems. Knowledge of CATV, fiber optics, telecommunications equipment, and electrical and electronic equipment. Knowledge of ground based and wireless communication systems.

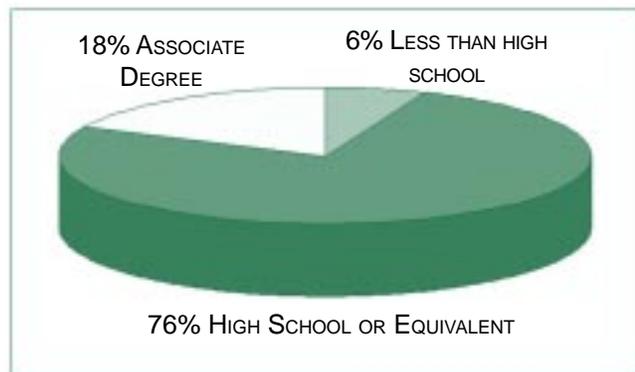
Physical: Good color perception. Lifting 50 lbs. or more continuously.

Personal: Time management skills. Interpersonal communication skills. Work under pressure.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

OES CODE 971020

SURVEYED SUMMER 2002

Description

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$13.00	\$9.75
New Hire, Experienced	\$10.00	\$17.25	\$14.00
Experienced, 3 Yrs w/firm	\$12.00	\$28.00	\$16.50

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	33%	0%	13%
Dental Insurance	20%	27%	0%	47%
Vision Insurance	20%	20%	0%	53%
Life Insurance	13%	7%	0%	73%
Sick Leave	13%	0%	0%	80%
Vacation	40%	13%	0%	40%
Retirement Plan	20%	20%	7%	47%
Child Care	0%	0%	0%	93%

Size of Occupation

Range

- Very Large - More than 1109 workers

Gender

- Male - 97%
- Female - 3%

Projections

Growth Rate

Faster than average
6.1% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	67%
Employee Referrals	47%
Walk-in Applicants	47%

TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

15 FIRMS RESPONDED

Where the Jobs Are

Trucking and courier services	30.3%
Lumber and other building materials	6.6%
Miscellaneous special trade contractors .	5.3%
Concrete/gypsum/other plaster products	5.0%
Other	52.8%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%

Hours

- 80% of employers offer work on a full-time basis averaging 42 hours per week.
- 27% of employers offer work on a part-time basis averaging 23 hours per week.
- 27% of employers offer work on a seasonal basis averaging 37 hours per week.

Other Related Information Sources

DOT Code # 905.663-014
CA Occupational Guide # 255

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	83%	15%
No	17%	85%

Qualifications

Technical: Ability to operate a fork lift. Ability to read invoices. Ability to meet ICC requirements. Ability to drive trucks long distances. Ability to load and unload freight. Knowledge of local streets. Record keeping skills. Automotive maintenance and minor repair skills. Map reading skills. Possession of a valid Class A driver's license. Possession of a valid Class B driver's license.

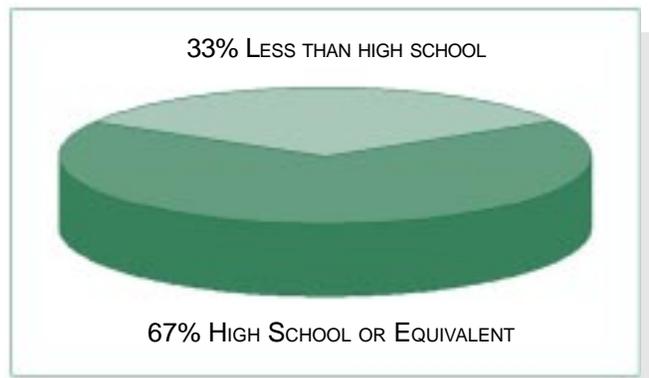
Physical: Ability to pass a pre-employment medical examination. Lift at least 75 lbs. repeatedly.

Personal: Ability to work independently. Possession of a good DMV driving record.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Welders and Cutters use flamecutting, hand, arc and gas welding equipment, and gas torches to weld together metal components of such products as pipelines, automobiles, boilers, and ships or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$16.00	\$10.00
New Hire, Experienced	\$10.00	\$18.00	\$13.00
Experienced, 3 Yrs w/firm	\$14.00	\$22.50	\$17.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	33%	7%	7%
Dental Insurance	0%	20%	7%	67%
Vision Insurance	0%	7%	0%	87%
Life Insurance	13%	0%	7%	73%
Sick Leave	20%	7%	0%	67%
Vacation	67%	0%	0%	27%
Retirement Plan	13%	33%	7%	40%
Child Care	0%	0%	0%	93%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 99%
- Female - 1%

Projections

Growth Rate

Faster than average
5.7% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	86%
Newspaper Ads	50%
Walk-in Applicants	50%

Where the Jobs Are

Misc. special trade contractors	28.7%
Misc. repair shops	8.7%
Railroads	7.8%
Industrial machinery	6.9%
Other	47.9%

Other Information

Shifts

Day	100%
Swing	13%
Graveyard	0%

Hours

- 93% of employers offer work on a full-time basis averaging 40 hours per week.
- 13% of employers offer work on a part-time basis averaging 20 hours per week.
- 6% of employers offer work on a seasonal basis averaging 40 hours per week.

Other Related Information Sources

DOT Code # 819.384-010
CA Occupational Guide # 84

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	80%	85%
No	20%	15%

Qualifications

Technical: Ability to operate inspection equipment. Ability to read blueprints and working drawings. Ability to pass a work performance test. Ability to use precision tools. Gas and arc welding skills. Certified pressure vessel and pipe welder. Certified structural welder.

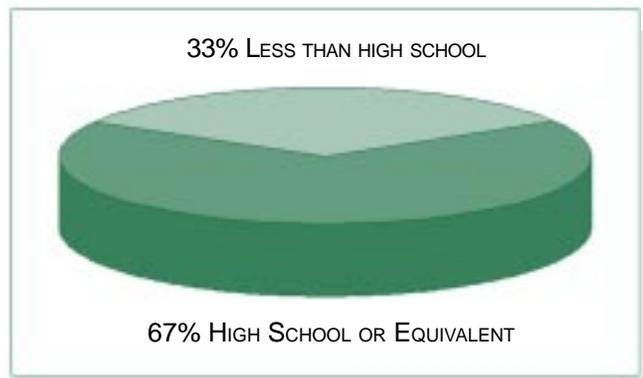
Physical: Ability to stand continuously for 2 or more hours. Ability to work in awkward positions. Ability to work from ladders and scaffolds.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of mechanical aptitude.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



CALL CENTER WORKERS
COMPUTER SUPPORT SPECIALISTS
DATABASE ADMINISTRATORS
DENTAL HYGIENISTS
ELECTRICAL AND ELECTRONIC ASSEMBLERS
HOTEL DESK CLERKS
MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS
OFFICE MANAGERS
OPTOMETRIC ASSISTANTS
PERSONNEL MANAGERS
POLICE PATROL OFFICERS
REGISTERED NURSES
SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)
SHERIFFS AND DEPUTY SHERIFFS
STATE-HIGHWAY POLICE OFFICERS
SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING
TEACHERS, PRESCHOOL
TEACHERS - ELEMENTARY SCHOOL
TEACHERS - SECONDARY SCHOOL
TRAFFIC, SHIPPING, AND RECEIVING CLERKS

Description

Call Center Workers place or receive telephone calls on behalf of an organization in order to facilitate sales, provide customer service, answer customers' questions, conduct research, or route calls to other divisions in the organization. They may promote and/or take orders for products or services. They may answer customer inquiries regarding accounts or membership in the organization. They may also receive customer complaints and resolve problems with service, billing or credit. They use computers or process orders for products and services. Does not include employees who work primarily as Switchboard Operators or as Dispatchers.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$9.00	\$8.50
New Hire, Experienced	\$7.50	\$11.03	\$9.00
Experienced, 3 Yrs w/firm	\$8.98	\$15.00	\$11.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	40%	50%	10%	0%
Dental Insurance	20%	30%	0%	50%
Vision Insurance	10%	10%	0%	80%
Life Insurance	40%	10%	0%	50%
Sick Leave	60%	10%	0%	30%
Vacation	70%	10%	0%	20%
Retirement Plan	20%	40%	10%	30%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 267 to 533 workers

Gender

- Male - 24%
- Female - 76%

Projections

Growth Rate

Average
5.0% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	100%
Employee Referrals	64%
Walk-in Applicants	36%

Where the Jobs Are

Book Stores	16.0%
Employment Services	16.0%
Hotels and Motels	16.0%
Other	52.0%

Other Information

Shifts

Day	100%
Swing	18%
Graveyard	18%

Hours

- 91% of employers offer work on a full-time basis averaging 40 hours per week.
- 9% of employers offer work on a part-time basis averaging 20 hours per week.
- 9% of employers offer work on a temporary basis averaging 40 hours per week.
- 18% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 36% of employers offer a bonus, commission or other incentives ranging from \$.10 to \$5.75 per hour.

Other Related Information Sources

DOT Code # 239.362-014
 # 241.367-014
 OES Code # 531230, 553350

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	80%	50%
No	20%	50%

Qualifications

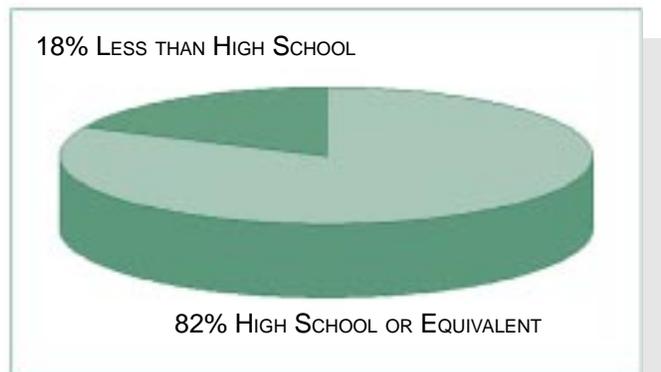
Technical: Ability to conduct an audit. Ability to use word processing, spreadsheet, and database software. Ability to write effectively. Ability to operate 10-key adding machine by touch. Telephone answering skills. Payroll processing skills. Bookkeeping and accounting skills. Bondable.

Personal: Ability to pay attention to detail. Ability to work independently. Ability to perform routine, repetitive work. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



COMPUTER SUPPORT SPECIALISTS

OES CODE 251040

SURVEYED SUMMER 2001

Description

Computer Support Specialists provide technical assistance and training to computer system users. They investigate and resolve computer software and hardware problems of users. They answer clients' inquiries in person and via telephone concerning the use of computer hardware and software including printing, word processing, programming languages, electronic mail, and operating systems.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$15.00	\$10.00
New Hire, Experienced	\$7.00	\$25.00	\$16.00
Experienced, 3 Yrs w/firm	\$8.50	\$28.77	\$20.09

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$15.51	\$21.00	\$16.98
Experienced, 3 Yrs w/firm	\$16.52	\$20.98	\$20.37

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	53%	35%	0%	6%
Dental Insurance	53%	29%	0%	12%
Vision Insurance	47%	24%	0%	24%
Life Insurance	65%	6%	6%	18%
Sick Leave	82%	0%	0%	12%
Vacation	88%	0%	0%	6%
Retirement Plan	35%	53%	0%	6%
Child Care	0%	0%	12%	82%

Size of Occupation

Range

- Large - 534 to 1156 workers

Gender

- Male - 67%
- Female - 33%

Projections

Growth Rate

Much Faster than average
24.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	76%
Internet	71%
Employee Referrals	53%

COMPUTER SUPPORT SPECIALISTS

17 FIRMS RESPONDED

Where the Jobs Are

Computer and data processing service ..	55.8%
Computer and office equipment	8.7%
Electronic components and accessories ..	7.7%
Other	27.8%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%

Hours

- 95% of employers offer work on a full-time basis averaging 40 hours per week.
- 12% of employers offer work on a part-time basis averaging 24 hours per week.
- 6% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 11% of employers offer a bonus ranging from \$0.12 to \$0.52 per hour.

Other Related Information Sources

DOT Code # 039.264-010
CA Occupational Guide # 152

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	90%	56%
No	10%	44%

Qualifications

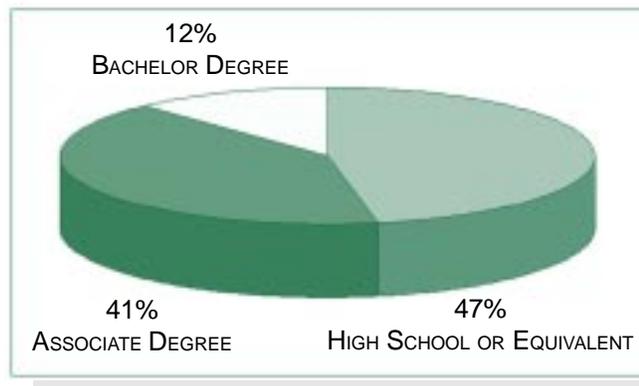
Technical: Ability to write effectively. Ability to use digital computers. Ability to use analog computers. Ability to operate peripheral equipment. Ability to operate electronics testing equipment. Knowledge of microcomputer hardware and operating systems. Knowledge of minicomputer hardware and operating systems. Knowledge of electronic data processing systems engineering. Knowledge of mainframe hardware and operating systems. Problem solving skills. Record keeping skills. Possession of a valid driver's license.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Possession of a reliable vehicle.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Database Administrators coordinate physical changes to computer databases and code, test, and implement the database applying knowledge of database management systems. May design logical and physical databases and coordinate the database development as part of a project team.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$28.08	\$16.16
New Hire, Experienced	\$7.00	\$33.68	\$23.01
Experienced, 3 Yrs w/firm	\$10.00	\$40.75	\$25.95

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	53%	33%	0%	7%
Dental Insurance	40%	27%	0%	27%
Vision Insurance	33%	13%	0%	47%
Life Insurance	33%	13%	6%	47%
Sick Leave	87%	0%	0%	7%
Vacation	87%	0%	0%	7%
Retirement Plan	33%	33%	0%	27%
Child Care	0%	0%	0%	93%

Size of Occupation

Range

- Small - Less than 267 workers

Gender

- Male - 72%
- Female - 28%

Projections

Growth Rate

Much Faster than average
23.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Internet	71%
Employee Referrals	57%
Newspaper Ads	43%

Where the Jobs Are

Computer and data processing service . 65.0%
 Accounting, auditing, bookkeeping 7.0%
 Management and public relations 6.4%
 Other 21.6%

Other Information

Shifts

Day 100%
 Swing 0%
 Graveyard 0%

Hours

- 94% of employers offer work on a full-time basis averaging 42 hours per week.
- 6% of employers offer work on a part-time basis averaging 30 hours per week.

Wages

- 20% of employers offer a bonus ranging from \$1.01 to \$3.37 per hour.

Other Related Information Sources

DOT Code # 039.162-010
 # 039.162-014

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	86%	8%
No	14%	92%

Qualifications

Technical: Ability to think logically. Ability to write technical material. Ability to develop written recommendations. Ability to interview others for information. Ability to prepare budgets. Knowledge of database management. Knowledge of computer hardware and software systems. Problem solving skills. Analytical skills. Computer programming skills.

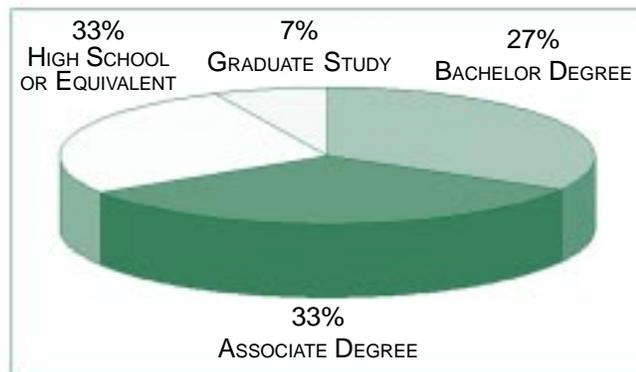
Physical: Ability to sit for long periods of time.

Personal: Ability to work as part of a team. Ability to work independently. Ability to read and follow instructions. Ability to concentrate for long periods of time. Ability to work under pressure.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$30.00	\$45.83*	\$38.00
New Hire, Experienced	\$33.00	\$42.85	\$37.50
Experienced, 3 Yrs w/firm	\$33.75	\$43.75	\$38.50

*Represents only one firm

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	27%	7%	0%	27%
Dental Insurance	47%	0%	0%	13%
Vision Insurance	7%	0%	0%	53%
Life Insurance	13%	0%	0%	47%
Sick Leave	20%	0%	0%	40%
Vacation	40%	0%	0%	20%
Retirement Plan	33%	7%	0%	20%
Child Care	0%	0%	0%	60%

Size of Occupation

Range

- Medium - 267 to 533 workers

Gender

- Male - 2%
- Female - 98%

Projections

Growth Rate

Slower than average
4.0% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	87%
Newspaper Ads	87%
Walk-in Applicants	20%
School/Program Referrals	20%

Where the Jobs Are

Offices and clinics of dentists 92.3%
 Other 7.7%

Other Information

Shifts

Day 100%
 Swing 0%
 Graveyard 0%

Hours

- 60% of employers offer work on a full-time basis averaging 32 hours per week.
- 94% of employers offer work on a part-time basis averaging 16 hours per week.
- 7% of employers offer work on a temporary basis averaging 16 hours per week.

Other Related Information Sources

DOT Code # 078.361-010
 CA Occupational Guide # 155

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	67%	25%
No	33%	75%

Qualifications

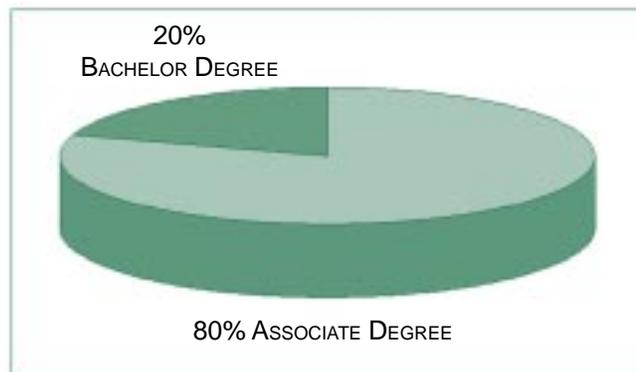
Technical: Ability to follow laboratory procedures. Ability to perform or assist with dental procedures. Ability to write effectively. Knowledge of anesthesiology. Understanding of good diet and nutrition. Supervisory skills. General clerical skills. Record keeping skills. Possession of a Radiation Safety Certificate.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: Dental Hygienist License

Education

Surveyed employers reported the following educational levels required for recent hires:



ELECTRICAL AND ELECTRONIC ASSEMBLERS

OES Code 939050

SURVEYED SUMMER 2001

Description

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$8.75	\$8.00
New Hire, Experienced	\$7.00	\$11.00	\$9.00
Experienced, 3 Yrs w/firm	\$8.47	\$15.00	\$11.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	38%	56%	0%	6%
Dental Insurance	19%	50%	0%	31%
Vision Insurance	13%	31%	0%	56%
Life Insurance	44%	19%	6%	31%
Sick Leave	69%	6%	0%	25%
Vacation	88%	6%	0%	6%
Retirement Plan	25%	31%	6%	38%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Small -less than 267 workers

Gender

- Male - 46%
- Female - 54%

Projections

Growth Rate

Much faster than average
11.9% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced	x		

Primary Recruitment Methods

Employee Referrals	81%
Newspaper Ads	63%
Private Employment Agencies	50%

ELECTRICAL AND ELECTRONIC ASSEMBLERS

16 FIRMS RESPONDED

Where the Jobs Are

Computer and office equipment	29.7%
Electronic components and accessories	14.0%
Miscellaneous manufacturers	12.2%
Household appliances	10.4%
Communications equipment	7.7%
Other	26.0%

Other Information

Shifts

Day	100%
Swing	19%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 25% of employers offer work on a part-time basis averaging 21 hours per week.
- 13% of employers offer work on a temporary basis averaging 29 hours per week.

Wages

- 6% of employers offer a bonus of \$0.10 per hour.

Other Related Information Sources

DOT Code # 726.684-018
CA Occupational Guide # 47

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	80%	71%
No	20%	29%

Qualifications

Technical: Ability to read blueprints. Ability to read schematics. Ability to use hand tools. Knowledge of electronic circuitry. Understanding of electrical circuitry. Understanding of military specifications. Electronic component and product assembly skills. Soldering skills.

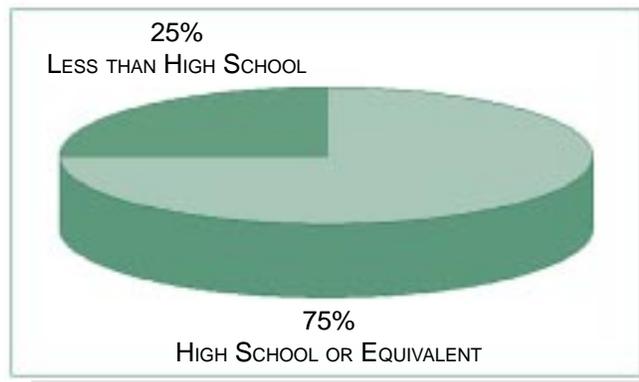
Physical: Ability to stand continuously for 2 or more hours. Ability to sit continuously for 2 or more hours. Ability to work rapidly. Manual dexterity. Good eye-hand coordination. Good vision. Possession of good color perception.

Personal: Ability to work independently. Ability to perform routine, repetitive work. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$8.00	\$7.00
New Hire, Experienced	\$7.00	\$9.00	\$8.00
Experienced, 3 Yrs w/firm	\$8.25	\$10.42	\$9.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	7%	60%	0%	27%
Dental Insurance	7%	47%	0%	40%
Vision Insurance	7%	20%	7%	60%
Life Insurance	27%	20%	0%	47%
Sick Leave	27%	13%	0%	53%
Vacation	53%	13%	7%	20%
Retirement Plan	13%	27%	0%	53%
Child Care	0%	0%	0%	93%

Size of Occupation

Range

- Medium - 267 to 533 workers

Gender

- Male - 36%
- Female - 64%

Projections

Growth Rate

Average
5.2% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified	x		
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	93%
Employee Referrals	80%
Walk-in Applicants	60%

Where the Jobs Are

Hotels and motels	97.5%
Other	2.5%

Other Information

Shifts

Day	100%
Swing	100%
Graveyard	73%
Other	7%

Hours

- 93% of employers offer work on a full-time basis averaging 40 hours per week.
- 66% of employers offer work on a part-time basis averaging 25 hours per week.
- 6% of employers offer work on a temporary basis averaging 8 hours per week.
- 13% of employers offer work on a seasonal basis averaging 35 hours per week.

Wages

- 53% of employers offer a bonus, tip, commission, and other incentives ranging from \$0.14 to \$7.48 per hour.

Other Related Information Sources

DOT Code # 238.367-038
CA Occupational Guide # 70

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	0%	64%
No	100%	36%

Qualifications

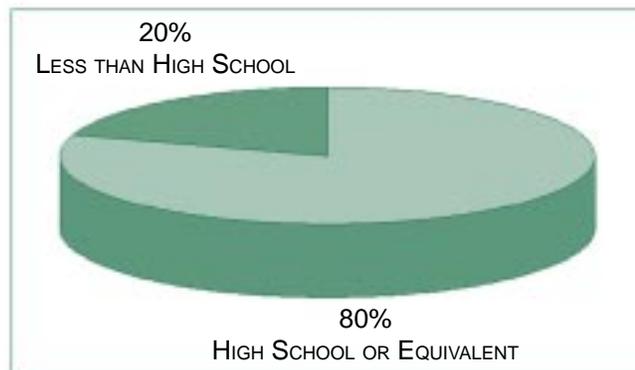
Technical: Ability to follow billing procedures. Ability to write effectively. Record keeping skills. Cash handling skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Good grooming skills. Customer service skills. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.97	\$17.26	\$13.62
New Hire, Experienced	\$11.51	\$38.36*	\$19.18
Experienced, 3 Yrs w/firm	\$14.92	\$35.96	\$24.29

*Represents only one firm

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	15%	69%	0%	15%
Dental Insurance	15%	46%	8%	31%
Vision Insurance	0%	31%	8%	62%
Life Insurance	38%	15%	0%	46%
Sick Leave	77%	15%	0%	8%
Vacation	85%	8%	0%	8%
Retirement Plan	0%	54%	0%	46%
Child Care	8%	0%	0%	92%

Size of Occupation

Range

- Large - 534 to 1156 workers

Gender

- Male - 55%
- Female - 45%

Projections

Growth Rate

Faster than average
6.7% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Internet	62%
In-house Promotion/Transfer	62%
Newspaper Ads	54%

MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS

13 FIRMS RESPONDED

Where the Jobs Are

Electronic components and accessories .. 8.5%
 Computer and data processing services .. 7.4%
 Computer and office equipment 6.3%
 Other 77.8%

Other Information

Shifts

Day 100%
 Swing 0%
 Graveyard 0%

Hours

- 100% of employers offer work on a full-time basis averaging 43 hours per week.

Wages

- 40% of employers offer a bonus or commission ranging from \$0.21 to \$3.45 per hour.

Other Related Information Sources

DOT Code # 163.117-018
 # 164.117-010
 CA Occupational Guide # 276

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	8%
No	0%	92%

Qualifications

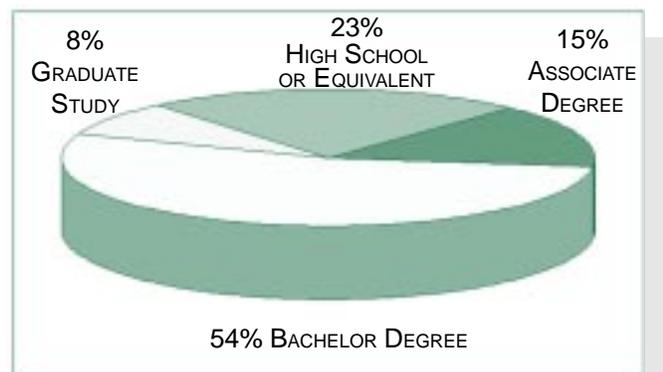
Technical: Ability to manage an activity or department. Ability to analyze and use market research data and reports. Ability to write effectively. Understanding of labor relations practices. Supervisory skills. Media advertising sales skills. Telephone sales technique skills.

Personal: Ability to work independently. Ability to meet deadlines. Ability to maintain good customer relations. Ability to maintain good business relationships. Ability to manage unexpected situations or circumstances. Ability to manage multiple priorities. Willingness to work with close supervision. Willingness to work nights, weekends, holidays. Willingness to travel.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Office Managers coordinate activities of clerical personnel in organizations: Analyzes and organizes office operations and procedures, such as typing, filing, preparation of payroll, requisition of supplies, and other clerical services. Evaluates office production, revises procedures, or devises new forms to improve efficiency of workflow. Establishes uniform correspondence procedures and style practices. Coordinates activities of various clerical departments or workers within a department. Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness. May prepare organizational budget and monthly financial reports. May hire, train, and supervise clerical staff. May compile, store, and retrieve managerial data, using computer.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.05	\$14.97	\$14.07
New Hire, Experienced	\$8.00	\$16.18	\$13.75
Experienced, 3 Yrs w/firm	\$12.00	\$17.98	\$15.77

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	53%	33%	0%	0%
Dental Insurance	47%	20%	7%	13%
Vision Insurance	27%	20%	0%	40%
Life Insurance	33%	7%	0%	47%
Sick Leave	80%	0%	0%	7%
Vacation	80%	0%	0%	7%
Retirement Plan	20%	20%	13%	33%
Child Care	0%	0%	0%	87%

Size of Occupation

Range

- Very Large - More than 1156 workers

Gender

- Male - 0%
- Female - 100%

Projections

Growth Rate

Faster than average
6.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	93%
Employee Referrals	53%
In-house Promotion/Transfer	47%

Where the Jobs Are

Medical service and health insurance 6.5%
 Elementary and secondary schools 6.3%
 Accounting, auditing & bookkeeping 5.5%
 Other 81.7%

Other Information

Shifts

Day 100%
 Swing 0%
 Graveyard 0%

Hours

- 86% of employers offer work on a full-time basis averaging 41 hours per week.
- 13% of employers offer work on a part-time basis averaging 29 hours per week.

Wages

- 20% of employers offer a bonus or profit sharing ranging from \$0.21 to \$3.45 per hour.

Other Related Information Sources

DOT Code # 169.167-034
 OES Code # 510020, 130140

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	92%	7%
No	8%	93%

Qualifications

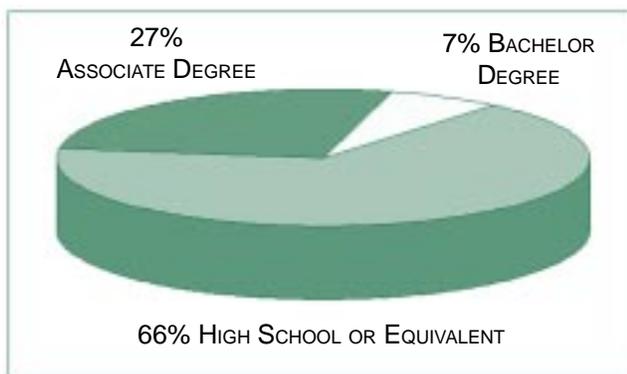
Technical: Ability to plan and organize the work of others. Ability to hire and assign personnel. Ability to use word processing software. Ability to write effectively. Ability to type at least 45 wpm. Ability to manage an activity or department. Proofreading skills. Report writing skills. Problem solving skills. Office management skills. Record keeping skills. Supervisory skills.

Personal: Ability to work independently. Ability to pay attention to detail. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Optometric Assistants maintain records, schedule appointments, perform bookkeeping, correspondence and filing, and obtain and record patient's preliminary case histories. They prepare patients for vision examination and assist with examination and work with patients in vision therapy. They may assist patients with frame selection.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$9.00	\$8.00
New Hire, Experienced	\$7.00	\$11.00	\$9.00
Experienced, 3 Yrs w/firm	\$10.00	\$13.00	\$10.25

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	6%	6%	6%	56%
Dental Insurance	0%	0%	6%	69%
Vision Insurance	31%	6%	0%	38%
Life Insurance	0%	6%	0%	69%
Sick Leave	50%	0%	0%	25%
Vacation	69%	0%	0%	6%
Retirement Plan	13%	0%	6%	56%
Child Care	0%	0%	0%	75%

Size of Occupation

Range

- Small - Less than 267 workers

Gender

- Male - 6%
- Female - 94%

Projections

Growth Rate

Slower than average
3.6% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	87%
Employee Referrals	80%
Walk-in Applicants	27%

Where the Jobs Are

Offices and clinics of optometrists 100%

Other Information

Shifts

Day 100%
 Swing 0%
 Graveyard 0%

Hours

- 75% of employers offer work on a full-time basis averaging 39 hours per week.
- 56% of employers offer work on a part-time basis averaging 25 hours per week.
- 6% of employers offer work on a temporary basis averaging 8 hours per week.
- 6% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 38% of employers offer a bonus or commission ranging from \$0.07 to \$2.08 per hour.

Other Related Information Sources

DOT Code # 079.364-014
 CA Occupational Guide # 470

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	60%
No	60%	40%

Qualifications

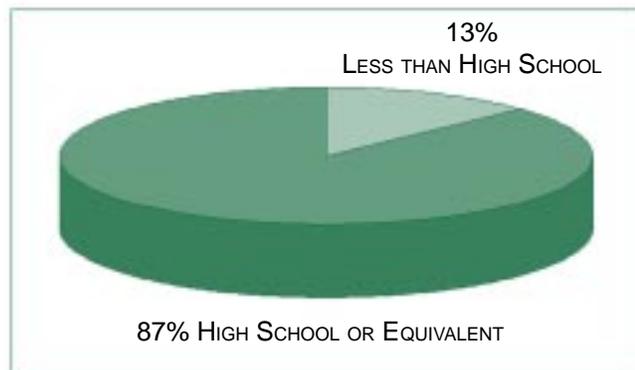
Technical: Ability to use a computer terminal. Ability to write legibly. Record keeping skills. Knowledge of billing procedures. Knowledge of bookkeeping procedures. Knowledge of ocular anatomy. Knowledge of optometric instruments.

Personal: Willingness to work with close supervision. Telephone answering skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Personnel Managers plan and implement policies relating to all phases of personnel activity. Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts employee orientations. Keeps record of insurance coverage, pension plan, and personnel transactions. Conducts or may supervise investigation of accidents and report preparation for insurance carrier, wage surveys, and budget preparation of personnel operations. Writes separation notices and conducts exit interview to determine reasons. Prepares reports and recommendations to reduce absenteeism and turnover. Represents company at personnel-related hearings and investigations. May contract out to provide employee services; supervise clerical workers; administer pre-employment tests; keep records of employee characteristics for reporting purposes; negotiate collective bargaining agreements; or meet with shop stewards/supervisors to resolve grievances.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.00	\$21.10	\$15.55
New Hire, Experienced	\$10.00	\$30.29	\$23.24
Experienced, 3 Yrs w/firm	\$12.00	\$36.97	\$26.29

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	56%	38%	0%	0%
Dental Insurance	56%	38%	0%	0%
Vision Insurance	56%	38%	0%	0%
Life Insurance	75%	13%	0%	6%
Sick Leave	88%	0%	0%	6%
Vacation	94%	0%	0%	0%
Retirement Plan	56%	25%	0%	13%
Child Care	0%	0%	6%	88%

Size of Occupation

Range

- Small - Less than 267 workers

Gender

- Male - 9%
- Female - 91%

Projections

Growth Rate

Faster than average
5.7% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	75%
In-house Promotion/Transfer	50%
Internet	50%

Where the Jobs Are

Local government	10.3%
Computer and data processing services ..	6.8%
Misc amusement & recreation services	6.4%
Other	76.5%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%

Hours

- 94% of employers offer work on a full time basis averaging 41 hours per week.
- 13% of employers offer work on a part time basis averaging 28 hours per week.

Wages

- 19% of employers offer a bonus ranging from \$1.49 to \$9.59 per hour.

Other Related Information Sources

DOT Code # 166.117-018, 166.167-018
 # 166.167-022, 166.167-026
 # 166.167-034
 CA Occupational Guide # 38, 135
 OES Code # 130050, 215110

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	25%
No	0%	75%

Qualifications

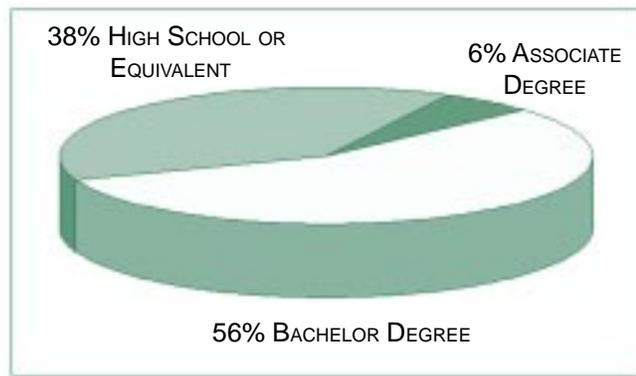
Technical: Ability to write effectively. Ability to manage an activity or department. Ability to explain and follow grievance procedures. Ability to write job specifications. Ability to plan and organize the work of others. Ability to hire and assign personnel. Ability to conduct performance appraisals. Knowledge of personnel classification procedures. Understanding of employee benefit programs. Understanding of labor relations practices. Understanding of the collective bargaining process. Office management skills. Negotiation skills. Personnel recruiting skills. Personnel interviewing skills. Business math skills.

Personal: Ability to work independently. Ability to work under pressure. Ability to motivate others. Willingness to travel. Willingness to work nights, weekends, and holidays. Leadership skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners, and giving evidence in court.

Wages

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$14.44	\$18.22	\$16.61
New Hire, Experienced	\$15.18	\$19.47	\$17.30
Experienced, 3 Yrs w/firm	\$16.74	\$22.83	\$19.55

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	100%	0%	0%	0%
Dental Insurance	100%	0%	0%	0%
Vision Insurance	100%	0%	0%	0%
Life Insurance	100%	0%	0%	0%
Sick Leave	100%	0%	0%	0%
Vacation	100%	0%	0%	0%
Retirement Plan	100%	0%	0%	0%
Child Care	0%	0%	13%	88%

Size of Occupation

Range

- Small - Less than 267 workers

Gender

- Male - 95%
- Female - 5%

Projections

Growth Rate

Slower than average
2.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	75%
Internet	63%
Employee Referrals	63%

POLICE PATROL OFFICERS

8 FIRMS RESPONDED

Where the Jobs Are

Local government 100%

Other Information

Shifts

Day 100%
 Swing 88%
 Graveyard 100%
 Other 25%

Hours

- 100% of employers offer work on a full time basis averaging 40 hours per week.
- 13% of employers offer work on a temporary basis averaging 5 hours per week.

Other Related Information Sources

DOT Code # 375.263-014
 CA Occupational Guide # 457

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	16%	100%
No	84%	0%

Qualifications

Technical: Ability to administer emergency first aid. Ability to understand foreign accents. Ability to write effectively. Verbal presentation skills. Analytical skills. Possession of a Firearms Qualifications Card.

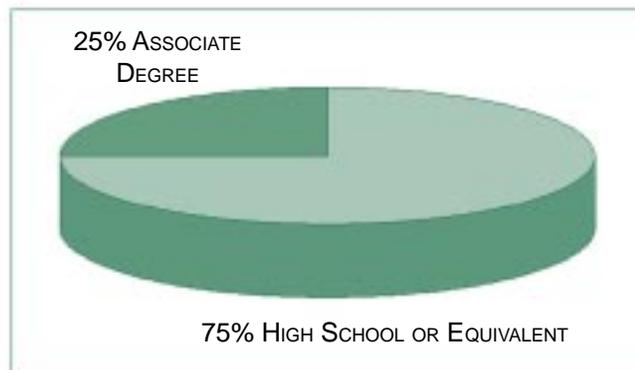
Physical: Ability to pass a pre-employment medical examination. Ability to pass a physical performance test.

Personal: Ability to work independently. Ability to pass psychological interview. Ability to read and comprehend information quickly. Understanding of a variety of cultures. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors or Teachers.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$18.30*	\$23.00	\$20.50
New Hire, Experienced	\$14.00	\$26.00	\$20.00
Experienced, 3 Yrs w/firm	\$15.50	\$24.94	\$20.75

*Represents only one firm

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$16.30	\$22.23	\$18.69
Experienced, 3 Yrs w/firm	\$16.30	\$23.51	\$21.34

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	47%	0%	0%
Dental Insurance	60%	27%	0%	7%
Vision Insurance	53%	27%	0%	13%
Life Insurance	67%	20%	0%	7%
Sick Leave	93%	0%	0%	0%
Vacation	87%	0%	0%	7%
Retirement Plan	33%	13%	27%	20%
Child Care	0%	0%	7%	87%

Size of Occupation

Range

- Very Large - More than 1156 workers

Gender

- Male - 11%
- Female - 89%

Projections

Growth Rate

Slower than average
3.2% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	100%
Walk-in Applicants	57%
Employee Referrals	57%

Where the Jobs Are

Hospitals	60.2%
Nursing and personal care facilities	12.8%
Offices and clinics of medical doctors	9.4%
Other	17.6%

Other Information

Shifts

Day	100%
Swing	53%
Graveyard	53%

Hours

- 93% of employers offer work on a full-time basis averaging 39 hours per week.
- 73% of employers offer work on a part-time basis averaging 25 hours per week.
- 40% of employers offer work on a temporary basis averaging 19 hours per week.

Other Related Information Sources

DOT Code # 075.364-010
CA Occupational Guide # 29

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%*	13%
No	0%	87%

*Many employers prefer experience, but experience is "not required"

Qualifications

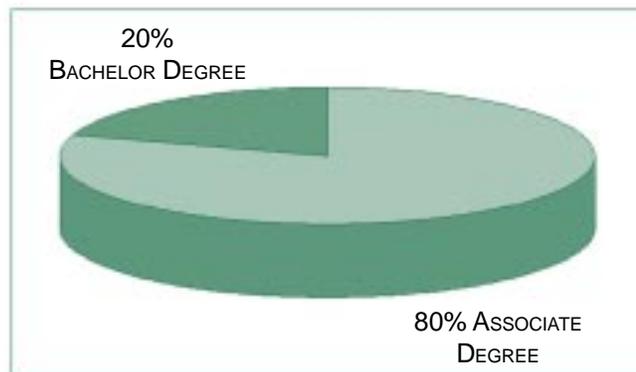
Technical: Ability to complete and explain insurance forms. Ability to plan and organize the work of others. Ability to provide personal services to patients. Ability to administer an electro-cardiograph (EKG) test. Ability to apply transferring techniques moving patients. Ability to write effectively. Record keeping skills. Intensive care treatment skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: Licensure by Board of Registered Nursing

Education

Surveyed employers reported the following educational levels required for recent hires:



SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)

OES Code 490112

SURVEYED SUMMER 2001

Description

Retail Salespersons (except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include Cashiers.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$7.25	\$6.50
New Hire, Experienced	\$6.25	\$13.81	\$7.50
Experienced, 3 Yrs w/firm	\$7.00	\$20.71	\$9.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	12%	71%	0%	18%
Dental Insurance	12%	71%	0%	18%
Vision Insurance	12%	53%	0%	35%
Life Insurance	24%	29%	0%	47%
Sick Leave	53%	12%	0%	35%
Vacation	71%	18%	0%	12%
Retirement Plan	6%	53%	0%	41%
Child Care	0%	6%	0%	94%

Size of Occupation

Range

- Very Large - More than 1156 workers

Gender

- Male - 29%
- Female - 71%

Projections

Growth Rate

Faster than average
5.6% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Walk-in Applicants	82%
Employee Referrals	71%
Newspaper Ads	47%

SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)

17 FIRMS RESPONDED

Where the Jobs Are

Department Stores	18.0%
Miscellaneous shopping goods stores ..	16.5%
Lumber and other building materials	7.5%
Retail Stores	6.1%
Other	51.9%

Other Information

Shifts

Day	100%
Swing	35%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 39 hours per week.
- 71% of employers offer work on a part-time basis averaging 24 hours per week.
- 6% of employers offer work on a temporary basis averaging 15 hours per week.
- 12% of employers offer work on a seasonal basis averaging 24 hours per week.

Wages

- 18% of employers offer a bonus ranging from \$0.29 to \$0.96 per hour.

Other Related Information Sources

DOT Code # 290.477-014
CA Occupational Guide # 536

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	36%	10%
No	64%	90%

Qualifications

Technical: Ability to write legibly. Ability to write effectively. Ability to use a computer terminal. Ability to make change. Ability to operate a standard cash register. Ability to operate a computerized cash register. Knowledge of sales techniques. Knowledge of inventory techniques.

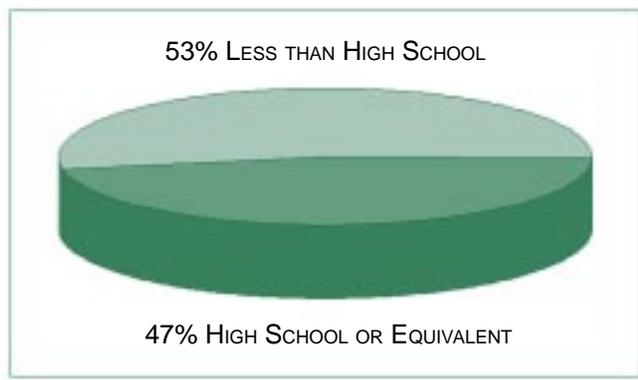
Physical: Ability to stand continuously for prolonged periods. Ability to lift 50 lbs.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Good grooming skills. Customer service skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



SHERIFFS AND DEPUTY SHERIFFS

OES CODE 630320

SURVEYED SUMMER 2001

Description

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

Wages

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$11.55	\$14.91	\$13.23
New Hire, Experienced	\$11.36	\$20.01	\$16.48
Experienced, 3 Yrs w/firm	\$14.34	\$22.06	\$18.21

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	80%	20%	0%	0%
Dental Insurance	100%	0%	0%	0%
Vision Insurance	100%	0%	0%	0%
Life Insurance	80%	0%	0%	20%
Sick Leave	100%	0%	0%	0%
Vacation	100%	0%	0%	0%
Retirement Plan	80%	20%	0%	0%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 267 to 533 workers

Gender

- Male - 89%
- Female - 11%

Projections

Growth Rate

Slower than average
3.8% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified	x		
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	80%
Internet	60%
School/Program Referrals	40%
In-house Promotion/Transfer	40%

SHERIFFS AND DEPUTY SHERIFFS

5 FIRMS RESPONDED

Where the Jobs Are

Local government 100%

Other Information

Shifts

Day 100%
 Swing 80%
 Graveyard 60%
 Other 20%

Hours

- 100% of employers offer work on a full-time basis averaging 42 hours per week.
- 40% of employers offer work on a part-time basis averaging 12 hours per week.
- 20% of employers offer work on a temporary basis averaging 20 hours per week.
- 20% of employers offer work on a seasonal basis averaging 40 hours per week.

Other Related Information Sources

DOT Code # 377.263-010
 CA Occupational Guide # 457

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	60%	67%
No	40%	33%

Qualifications

Technical: Ability to administer emergency first aid. Ability to understand foreign accents. Ability to write effectively. Verbal presentation skills. Analytical skills. Possession of a Firearms Qualifications Card.

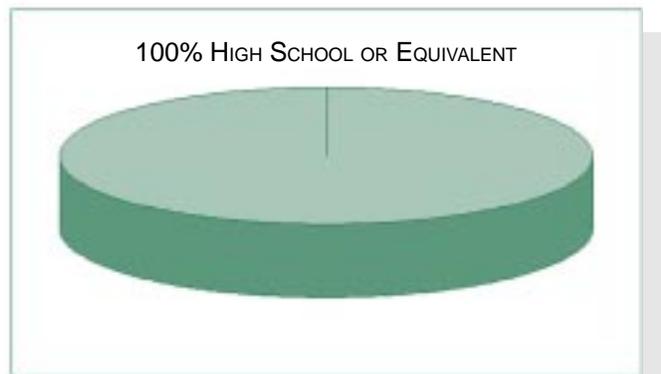
Physical: Ability to work outdoors in all weather conditions. Ability to pass a pre-employment medical examination. Ability to pass a physical performance test. Good vision. Emotional stability.

Personal: Ability to work independently. Ability to read and comprehend information quickly. Ability to pass psychological interview. Understanding of a variety of cultures. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



STATE-HIGHWAY POLICE OFFICERS

OES CODE 375263018

SURVEYED SUMMER 2001

Description

State-Highway Police Officers patrol State highways within assigned area in vehicle equipped with two-way radio to enforce motor vehicle and criminal laws. Arrests or warns persons guilty of violating motor vehicle regulations and safe driving practices. Monitors passing traffic to detect stolen vehicles and arrests drivers where ownership is not apparent. Provides road information and assistance to motorists. Directs activities in accident or disaster area; rendering first aid and restoring traffic to normal. Investigates conditions and causes of accident. Directs traffic in congested areas and serves as escort for funeral processions, military convoys, and parades. Performs general police work by keeping order and apprehending criminals. Appears in court as witness in traffic violations and criminal cases. Keeps records and makes reports regarding activities. May assist law enforcement officers not under state jurisdiction.

Wages

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$17.34	\$17.34	\$17.34
New Hire, Experienced	\$21.24	\$21.24	\$21.24
Experienced, 3 Yrs w/firm	\$24.59	\$24.59	\$24.59

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	100%	0%	0%	0%
Dental Insurance	100%	0%	0%	0%
Vision Insurance	100%	0%	0%	0%
Life Insurance	100%	0%	0%	0%
Sick Leave	100%	0%	0%	0%
Vacation	100%	0%	0%	0%
Retirement Plan	100%	0%	0%	0%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Small - Less than 267 workers

Gender

- Male - 90%
- Female - 10%

Projections

Growth Rate

Slower than average
3.8% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified	x		
Inexperienced	x		

Primary Recruitment Methods

Newspaper Ads	100%
Other	100%

STATE-HIGHWAY POLICE OFFICERS

1 FIRM RESPONDED

Where the Jobs Are

State government 100%

Other Information

Shifts

Day 100%
 Swing 100%
 Graveyard 100%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.

Other Related Information Sources

DOT Code # 375.263-018
 CA Occupational Guide # 457

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	0%	100%
No	100%	0%

Qualifications

Technical: Ability to administer emergency first aid. Ability to understand foreign accents. Ability to write effectively. Verbal presentation skills. Analytical skills. Possession of a Firearms Qualifications Card.

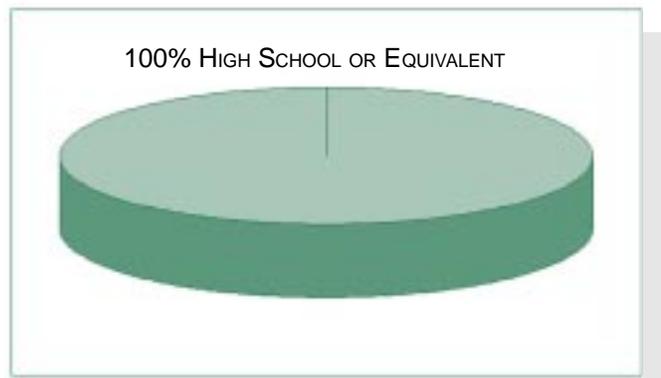
Physical: Ability to work outdoors in all weather conditions. Ability to pass a pre-employment medical examination. Ability to pass a physical performance test. Good vision. Emotional stability.

Personal: Ability to work independently. Ability to read and comprehend information quickly. Ability to pass psychological interview. Understanding of a variety of cultures. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Systems Analysts-Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$16.78*	\$22.70	\$17.05
New Hire, Experienced	\$11.00	\$28.77	\$19.62
Experienced, 3 Yrs w/firm	\$15.34	\$35.96	\$25.03

*Represents only one firm

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	69%	25%	0%	6%
Dental Insurance	50%	25%	0%	25%
Vision Insurance	44%	19%	0%	38%
Life Insurance	44%	13%	6%	38%
Sick Leave	94%	0%	0%	6%
Vacation	94%	0%	0%	6%
Retirement Plan	44%	25%	0%	31%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Large - 534 to 1156 workers

Gender

- Male - 77%
- Female - 23%

Projections

Growth Rate

Much Faster than average
20.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Employee Referrals	75%
Internet	56%
Newspaper Ads	50%
In-house Promotion/Transfer	50%

SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING

16 FIRMS RESPONDED

Where the Jobs Are

Computer and data processing service	32.7%
Electronic components and accessories ...	18.9%
Computer and office equipment	9.7%
Management and public relations	8.7%
State Government	5.2%
Other	24.8%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 43 hours per week.
- 6% of employers offer work on a part-time basis averaging 20 hours per week.
- 6% of employers offer work on a temporary basis averaging 10 hours per week.

Wages

- 19% of employers offer a bonus or car allowance ranging from \$.86 to \$3.16 per hour.

Other Related Information Sources

DOT Code # 012.167-066
CA Occupational Guide # 541

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	93%	33%
No	7%	67%

Qualifications

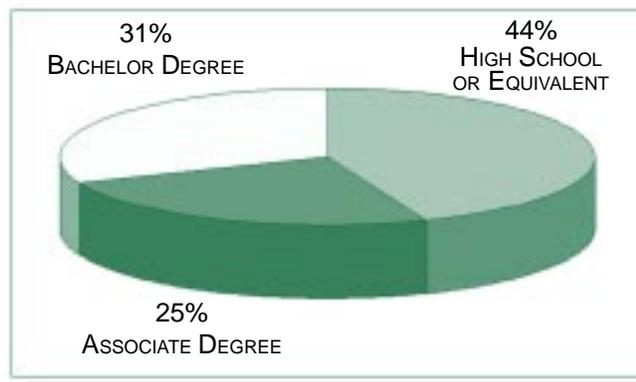
Technical: Ability to prepare flow charts. Ability to use COBOL. Ability to use C programming language. Ability to use database, business applications, scientific applications and engineering applications software. Ability to set-up and maintain multi-user systems. Ability to write effectively. Knowledge of algebra. Knowledge of mainframe and minicomputer hardware and operating systems. Knowledge of UNIX. Understanding of wide and local area networks.

Personal: Ability to work independently. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school, in preschool, day care center, or other child development facility. May be required to hold State certification.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$8.00	\$7.25
New Hire, Experienced	\$7.00	\$9.50	\$7.75
Experienced, 3 Yrs w/firm	\$8.50	\$10.65	\$9.25

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	19%	19%	0%	50%
Dental Insurance	19%	6%	0%	63%
Vision Insurance	0%	6%	13%	69%
Life Insurance	6%	6%	0%	75%
Sick Leave	69%	0%	0%	19%
Vacation	69%	0%	0%	19%
Retirement Plan	25%	6%	13%	44%
Child Care	44%	25%	0%	19%

Size of Occupation

Range

- Large - 534 to 1156 workers

Gender

- Male - 1%
- Female - 99%

Projections

Growth Rate

Slower than average
3.8% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	75%
Walk-in Applicants	63%
In-house Promotion/Transfer	44%
Employee Referrals	44%

Where the Jobs Are

Childcare services 84.0%
 Other 16.0%

Other Information

Shifts

Day 100%
 Swing 6%
 Graveyard 6%

Hours

- 88% of employers offer work on a full-time basis averaging 38 hours per week.
- 81% of employers offer work on a part-time basis averaging 24 hours per week.
- 31% of employers offer work on a temporary basis averaging 15 hours per week.
- 6% of employers offer work on a seasonal basis averaging 5 hours per week.

Other Related Information Sources

DOT Code # 092.227-018
 CA Occupational Guide # 275

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	86%	73%
No	14%	27%

Qualifications

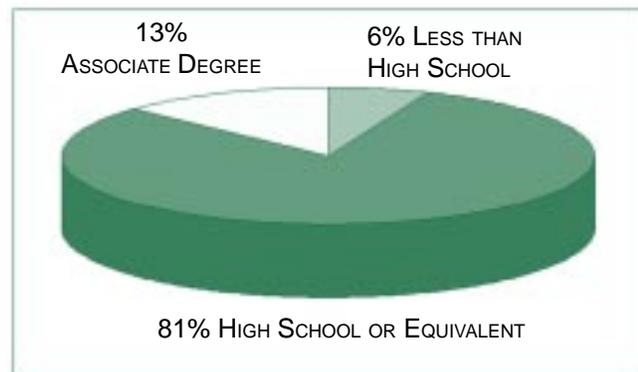
Technical: Ability to operate audiovisual equipment. Ability to administer emergency first aid. Ability to apply principles of recreation. Ability to write effectively. Oral reading skills. Artistic skills. Musical skills. Supervisory skills. Classroom management skills. Record keeping skills. Problem solving skills.

Personal: Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Willingness to work with close supervision. Possession of a clean police record.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include Special Education Teachers who teach only students with disabilities.

Wages

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$15.34	\$20.27	\$17.16
New Hire, Experienced	\$16.45	\$22.21	\$19.69
Experienced, 3 Yrs w/firm	\$17.02	\$27.95	\$21.76

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	56%	44%	0%	0%
Dental Insurance	69%	31%	0%	0%
Vision Insurance	69%	31%	0%	0%
Life Insurance	38%	13%	13%	38%
Sick Leave	100%	0%	0%	0%
Vacation	6%	0%	0%	94%
Retirement Plan	31%	56%	13%	0%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Very Large - More than 1156 workers

Gender

- Male - 19%
- Female - 81%

Projections

Growth Rate

Slower than average
1.7% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced	x		

Primary Recruitment Methods

Newspaper Ads	81%
Colleges/Universities	75%
Internet	56%

TEACHERS - ELEMENTARY SCHOOL

16 FIRMS RESPONDED

Where the Jobs Are

Elementary and secondary schools 98.8%
 Other 1.2%

Other Information

Shifts

Day 100%
 Swing 0%
 Graveyard 0%

Hours

- 100% of employers offer work on a full-time basis averaging 36 hours per week.
- 94% of employers offer work on a part-time basis averaging 18 hours per week.
- 19% of employers offer work on a temporary basis averaging 22 hours per week.

Wages

- 13% of employers offer an educational stipend ranging from \$0.27 to \$0.47 per hour.

Other Related Information Sources

DOT Code # 092.227-010
 CA Occupational Guide # 10

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	30%	22%
No	70%	78%

Qualifications

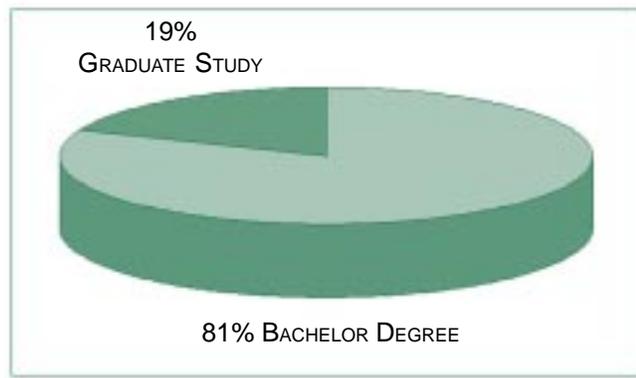
Technical: Ability to administer emergency first aid. Ability to write effectively. Knowledge of algebra. Audiovisual teaching skills. Artistic skills. Musical skills. Supervisory skills. Classroom management skills. Record keeping skills. Problem solving skills. Possession of a State Teachers' Certificate.

Personal: Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Willingness to work with close supervision. Possession of a clean police record.

Legally Mandated Requirements: Requires licensure as a Multiple Subject Teacher

Education

Surveyed employers reported the following educational levels required for recent hires:



TEACHERS - SECONDARY SCHOOL

OES CODE 313080

SURVEYED SUMMER 2001

Description

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, Mathematics, or Social Studies. Vocational high school teachers included. Does not include Special Education Teachers who teach only students with disabilities.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.55	\$24.00	\$17.74
New Hire, Experienced	\$11.51	\$29.00	\$19.18
Experienced, 3 Yrs w/firm	\$12.47	\$32.00	\$19.18

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$16.30	\$19.76	\$17.90
New Hire, Experienced	\$15.99	\$24.66	\$19.18
Experienced, 3 Yrs w/firm	\$16.27	\$23.26	\$21.37

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	67%	33%	0%	0%
Dental Insurance	75%	25%	0%	0%
Vision Insurance	75%	17%	0%	8%
Life Insurance	50%	17%	0%	33%
Sick Leave	92%	0%	0%	8%
Vacation	42%	0%	0%	58%
Retirement Plan	25%	67%	8%	0%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Very Large - More than 1156 workers

Gender

- Male - 49%
- Female - 51%

Projections

Growth Rate

Slower than average
2.8% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Colleges/Universities	75%
Internet	67%
Newspaper Ads	50%

TEACHERS - SECONDARY SCHOOL

12 FIRMS RESPONDED

Where the Jobs Are

Elementary and secondary schools 100%

Other Information

Shifts

Day 100%
Swing 17%
Graveyard 0%

Hours

- 100% of employers offer work on a full-time basis averaging 37 hours per week.
- 83% of employers offer work on a part-time basis averaging 17 hours per week.

Wages

- 25% of employers offer an educational stipend ranging from \$0.24 to \$0.59 per hour.

Other Related Information Sources

DOT Code # 091.227-010
CA Occupational Guide # 57

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	50%	56%
No	50%	44%

Qualifications

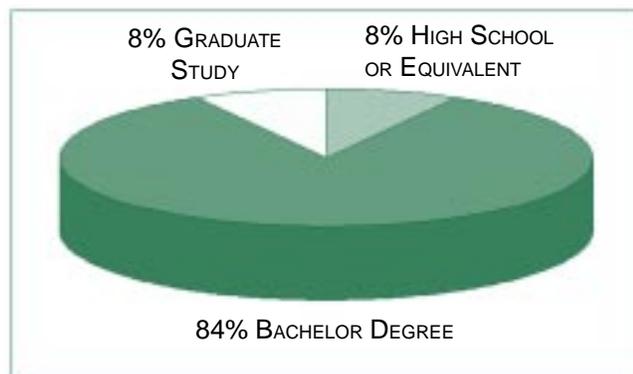
Technical: Ability to administer emergency first aid. Ability to perform advanced mathematical computations. Ability to write effectively. Audiovisual teaching skills. Supervisory skills. Classroom management skills. Record keeping skills. Problem solving skills. Possession of a State Teachers' Certificate.

Personal: Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Willingness to work with close supervision. Public contact skills. Possession of a clean police record.

Legally Mandated Requirements: Requires licensure as a Single Subject Teacher

Education

Surveyed employers reported the following educational levels required for recent hires:



T RAFFIC, S HIPPING AND R ECEIVING C LERKS

OES Code 580280

SURVEYED SUMMER 2001

Description

Traffic, Shipping and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks whose primary duties involve weighing and checking.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$12.00	\$8.00
New Hire, Experienced	\$7.00	\$10.00	\$9.00
Experienced, 3 Yrs w/firm	\$7.50	\$17.00	\$11.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	40%	53%	0%	7%
Dental Insurance	40%	33%	7%	20%
Vision Insurance	27%	27%	0%	47%
Life Insurance	40%	0%	0%	60%
Sick Leave	67%	7%	0%	27%
Vacation	80%	7%	0%	13%
Retirement Plan	33%	33%	0%	33%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Large - 534 to 1156 workers

Gender

- Male - 59%
- Female - 41%

Projections

Growth Rate

Faster than average
5.3% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced	x		

Primary Recruitment Methods

Newspaper Ads	73%
Employee Referrals	53%
Walk-in Applicants	53%

T RAFFIC, S HIPPING AND R ECEIVING C LERKS

15 FIRMS RESPONDED

Where the Jobs Are

Federal government	9.7%
Personnel supply services	8.4%
Department stores	8.4%
Other	73.5%

Other Information

Shifts

Day	100%
Swing	13%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 13% of employers offer work on a temporary basis averaging 23 hours per week.
- 6% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 20% of employers offer a bonus ranging from \$0.09 to \$0.96 per hour.

Other Related Information Sources

DOT Code # 222.387-050
CA Occupational Guide # 63

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	55%	64%
No	45%	36%

Qualifications

Technical: Ability to operate forklift. Ability to plan and organize the work of others. Ability to use the US and private parcel post service. Ability to write effectively. Ability to type at least 30 wpm. Understanding of inventory techniques. Record keeping skills. Possession of a valid driver's license.

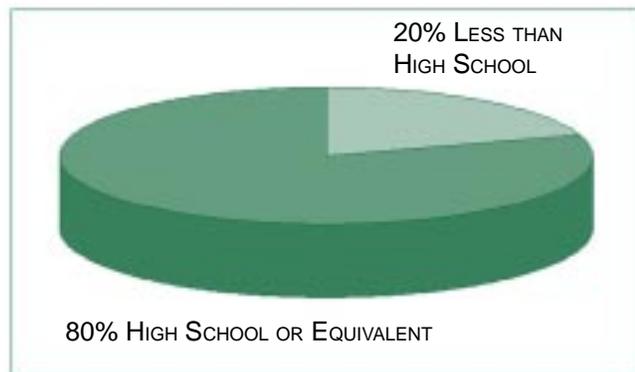
Physical: Ability to stand continuously for 2 or more hours. Ability to lift at least 60 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



ANIMAL HEALTH TECHNICIANS
AUTOMOTIVE BODY AND RELATED REPAIRERS
AUTOMOTIVE MECHANICS
COMPUTER AIDED DESIGN TECHNICIANS
COMPUTER GRAPHICS SPECIALISTS
COMPUTER PROGRAMMERS, INCLUDING AIDES
COOKS - SPECIALTY FAST FOOD
CUSTOMER SERVICE REPRESENTATIVES
HUMAN SERVICE WORKERS
INSTRUCTIONAL AIDES
LOAN AND CREDIT CLERKS
MANAGERS - RETAIL STORE
NETWORK CONTROL TECHNICIANS
NURSE PRACTITIONERS
PHARMACY TECHNICIANS
PHYSICIANS' ASSISTANTS
RECEPTIONISTS AND INFORMATION CLERKS
TEACHERS - SPECIAL EDUCATION
TRUCK DRIVERS, LIGHT-INCLUDING DELIVERY AND ROUTE WORKERS
WAITERS AND WAITRESSES

Description

Animal Health Technicians assist veterinary staff to diagnose and treat animals for injury and illness, applying knowledge of veterinary medical assisting procedures and techniques and following directions of veterinary staff.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$10.00	\$8.00
New Hire, Experienced	\$6.50	\$11.00	\$9.00
Experienced, 3 Yrs w/firm	\$9.00	\$13.15	\$11.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	43%	33%	0%	5%
Dental Insurance	19%	14%	5%	43%
Vision Insurance	0%	19%	5%	57%
Life Insurance	5%	5%	5%	67%
Sick Leave	67%	0%	0%	14%
Vacation	81%	0%	0%	0%
Retirement Plan	19%	19%	10%	33%
Child Care	0%	0%	5%	76%

Size of Occupation

Range

- Small - Less than 238 workers

Gender

- Male - 6%
- Female - 94%

Projections

Growth Rate

Slower than average
3.3% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

School/Program Referrals	62%
Employee Referrals	57%
Newspaper Ads	57%

ANIMAL HEALTH TECHNICIANS

21 FIRMS RESPONDED

Where the Jobs Are

Veterinary Services Specialties 100%

Other Information

Shifts

Day 100%
 Swing 10%
 Graveyard 5%
 Other 5%

Hours

- 85% of employers offer work on a full-time basis averaging 39 hours per week.
- 62% of employers offer work on a part-time basis averaging 25 hours per week.
- 10% of employers offer work on a temporary basis averaging 10 hours per week.
- 5% of employers offer work on a seasonal basis averaging 25 hours per week.

Wages

- 19% of employers offer an educational stipend ranging from \$0.13 to \$5.75 per hour.

Other Related Information Sources

DOT Code # 079.361-014
 CA Occupational Guide # 402
 OES Code #329510, 798060

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	88%	70%
No	12%	30%

Qualifications

Technical: Ability to write legibly, write effectively, perform basic mathematical computations, read and follow instructions, use a computer, take vital signs, administer emergency first aid and give injections. Should possess skills in oral communication, telephone answering and record keeping. Knowledge of inventory techniques, medical terminology, blood withdrawal, sterilization techniques, laboratory procedures, x-ray equipment and orthopedic care. Possession of Animal Health Care Certificate.

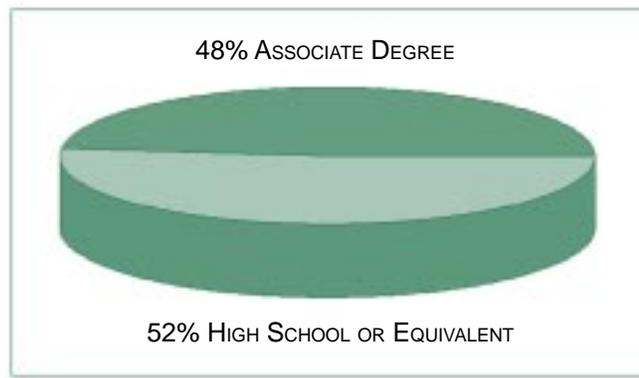
Physical: Ability to lift at least 50 lbs.

Personal: Ability to work independently, work under pressure, and handle crisis situations. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



AUTOMOTIVE BODY AND RELATED REPAIRERS

OES Code 853050

SURVEYED SUMMER 2000

Description

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$7.25
New Hire, Experienced	\$8.00	\$22.00	\$16.00
Experienced, 3 Yrs w/firm	\$9.59	\$25.00	\$19.75

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	24%	41%	0%	35%
Dental Insurance	18%	12%	0%	71%
Vision Insurance	6%	6%	0%	88%
Life Insurance	6%	6%	12%	76%
Sick Leave	24%	0%	0%	76%
Vacation	71%	6%	0%	24%
Retirement Plan	12%	12%	6%	71%
Child Care	0%	0%	6%	94%

Size of Occupation

Range

- Medium - 238 to 475 workers

Gender

- Male - 96%
- Female - 4%

Projections

Growth Rate

Average
3.6% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Employee Referrals	82%
Walk-in Applicants	76%
Newspaper Ads	76%

AUTOMOTIVE BODY AND RELATED REPAIRERS

17 FIRMS RESPONDED

Where the Jobs Are

Top and body repair and paint shops 58.1%
 General automotive repair shops 6.0%
 Other 35.9%

Other Information

Shifts

Day 100%
 Swing 12%
 Graveyard 0%

Hours

- 100% of employers offer work on a full-time basis averaging 43 hours per week.
- 6% of employers offer work on a temporary basis averaging 10 hours per week.
- 6% of employers offer work on a seasonal basis averaging 25 hours per week.

Wages

- 18% of employers offer a bonus or commission ranging from \$2.56 to \$9.59 per hour.

Other Related Information Sources

DOT Code # 807.381-010
 CA Occupational Guide # 68

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	92%	62%
No	8%	38%

Qualifications

Technical: Ability to install vehicle glass. Ability to operate power hand tools. Ability to apply various painting techniques and skills. Skill in working with fiberglass. Masking skills. Welding skills.

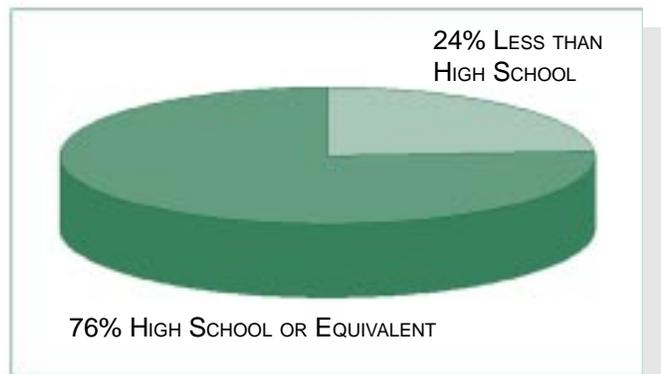
Physical: Ability to lift at least 70 lbs. repeatedly. Ability to tolerate dust and paint fumes. Possession of good color perception.

Personal: Ability to provide own hand tools. Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$9.00	\$8.00
New Hire, Experienced	\$7.19	\$18.00	\$13.33
Experienced, 3 Yrs w/firm	\$10.79	\$25.00	\$18.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	35%	0%	18%
Dental Insurance	12%	18%	12%	59%
Vision Insurance	6%	0%	6%	88%
Life Insurance	12%	0%	18%	71%
Sick Leave	29%	0%	0%	71%
Vacation	76%	0%	0%	24%
Retirement Plan	6%	24%	18%	53%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Very Large - More than 1030 workers

Gender

- Male - 95%
- Female - 5%

Projections

Growth Rate

Slower than average
3.0% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Walk-in Applicants	76%
Newspaper Ads	76%
Employee Referrals	71%

Where the Jobs Are

New and used car dealers	37.4%
General automotive repair shops	18.9%
Gasoline service stations	11.0%
Auto and home supply stores	8.4%
Other	24.3%

Other Information

Shifts

Day	100%
Swing	6%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 42 hours per week.
- 18% of employers offer work on a part-time basis averaging 19 hours per week.

Wages

- 12% of employers offer a bonus ranging from \$0.58 to \$1.48 per hour.
- 18% of employers offer wages paid by commission only.

Other Related Information Sources

DOT Code # 620.261-010
CA Occupational Guide # 24

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	18%
No	0%	82%

Qualifications

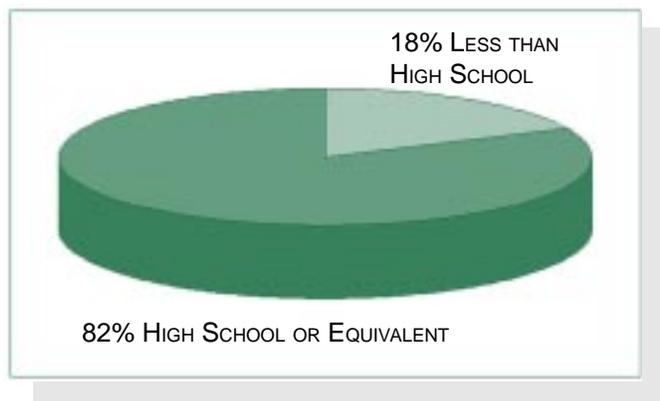
Technical: Ability to operate electronic automotive diagnostic equipment. Ability to repair brakes, vehicle heaters, emission controls, air fuel injection systems, vehicle air conditioners, and carburetors. Ability to implement safe work practices. Ability to tune up engines. Arc and gas welding skills. Front end alignment skills. Certified as a Smog Control Mechanic. Certified in Auto Service Excellence (ASE). Certified in auto air conditioning maintenance and repair. Possession of a Brake Check Certificate. Possession of a valid driver's license.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Possession of a good DMV driving record.

Legally Mandated Requirements: Not required, except for individuals who want to be licensed as smog check technicians or brake/lamp adjusters.

Education

Surveyed employers reported the following educational levels required for recent hires:



COMPUTER AIDED DESIGN TECHNICIANS

OES CODE 003362999

SURVEYED SUMMER 2000

Description

Computer Aided Design Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.00	\$10.00	\$10.00
New Hire, Experienced	\$12.00	\$16.78	\$14.03
Experienced, 3 Yrs w/firm	\$15.00	\$21.58	\$17.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$13.73	\$13.73	\$13.73
New Hire, Experienced	\$15.17	\$15.82	\$15.34
Experienced, 3 Yrs w/firm	\$17.56	\$19.23	\$19.18

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	73%	20%	0%	7%
Dental Insurance	47%	7%	0%	47%
Vision Insurance	27%	7%	0%	67%
Life Insurance	73%	0%	0%	27%
Sick Leave	80%	0%	0%	20%
Vacation	93%	0%	0%	7%
Retirement Plan	40%	40%	7%	13%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 238 to 475 workers

Gender

- Male - 79%
- Female - 21%

Projections

Growth Rate

Faster than average
4.9% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced	x		

Primary Recruitment Methods

Newspaper Ads	80%
Employee Referrals	53%
Walk-in Applicants	33%

COMPUTER AIDED DESIGN TECHNICIANS

15 FIRMS RESPONDED

Where the Jobs Are

Engineering services	27.7%
Architectural services	11.3%
Computer Terminals	8.2%
Employment Agencies	6.8%
Radio & TV communications equipment	6.5%
Other	39.5%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 6% of employers offer work on a part-time basis averaging 30 hours per week.

Wages

- 13% of employers offer a bonus ranging from \$0.48 to \$0.96 per hour.

Other Related Information Sources

CA Occupational Guide # 338
OES Code # 225140

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	87%
No	0%	13%

Qualifications

Technical: Ability to draw and work from sketched plan, read blueprints, read working drawings, work from engineering sketches, interpret data, use geometric dimensioning and tolerancing techniques, and visualize 3-D objects from 2-D drawings. Should possess skills in drafting, mechanical drawing, and computer integrated manufacturing (CIM). Knowledge of software applications and trigonometry. Understanding of construction terms.

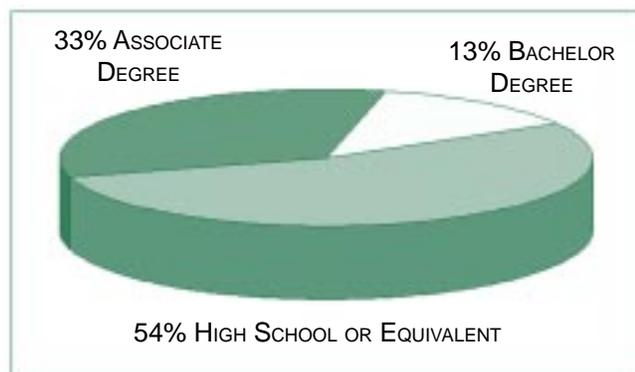
Physical: Ability to concentrate for long periods of time. Possess good vision.

Personal: Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Computer Graphics Specialists create computer graphic designs and artwork to illustrate subject consumption of materials, products or services, and to influence others in their opinions of individuals, organizations, products or services. Graphics and artwork are created with computer modeling and graphics software. They may edit, add color, texture, and motion to graphics with a computer.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$7.00	\$7.00
New Hire, Experienced	\$6.50	\$15.34	\$10.00
Experienced, 3 Yrs w/firm	\$8.00	\$17.00	\$12.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	44%	38%	0%	6%
Dental Insurance	19%	25%	0%	44%
Vision Insurance	6%	25%	0%	56%
Life Insurance	13%	13%	6%	56%
Sick Leave	50%	6%	6%	25%
Vacation	63%	6%	6%	13%
Retirement Plan	13%	19%	6%	50%
Child Care	0%	0%	6%	81%

Size of Occupation

Range

- Small - Less than 238 workers

Gender

- Male - 38%
- Female - 62%

Projections

Growth Rate

Much faster than average
6.1% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	88%
Employee Referrals	44%
Internet	31%
Walk-in Applicants	31%

COMPUTER GRAPHICS SPECIALISTS

16 FIRMS RESPONDED

Where the Jobs Are

Newspapers	37.3%
Periodicals	9.8%
Commercial art and graphic design	9.8%
Commercial printing, lithographic	8.8%
Miscellaneous publishing	6.9%
Other	27.4%

Other Information

Shifts

Day	94%
Swing	19%
Graveyard	6%
Other	6%

Hours

- 88% of employers offer work on a full-time basis averaging 41 hours per week.
- 38% of employers offer work on a part-time basis averaging 30 hours per week.
- 19% of employers offer work on a temporary basis averaging 13 hours per week.

Wages

- 25% of employers offer bonuses or commissions ranging from \$0.23 to \$2.50 per hour.

Other Related Information Sources

DOT Code # 979.382-026

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	44%
No	0%	56%

Qualifications

Technical: Ability to submit portfolio of work. Ability to create cartoons. Ability to interview others for information. Ability to use graphics software. Ability to use desktop publishing software. Ability to write effectively. Graphic arts skills. Freehand drawing skills. Layout and detail skills. Lithographic camera work skills. Computer aided design (CAD) skills.

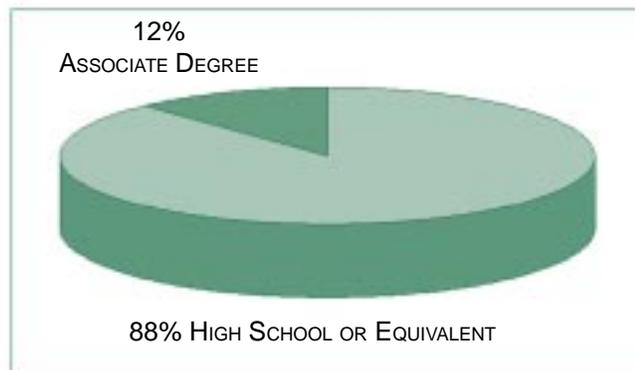
Physical: Manual dexterity. Possession of good color perception.

Personal: Ability to work independently. Ability to work under pressure. Ability to meet deadlines. Willingness to work with close supervision. Imagination and creativity.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Computer Programmers, including aides, convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$14.62	\$23.97	\$18.12
New Hire, Experienced	\$16.92	\$31.16	\$23.97
Experienced, 3 Yrs w/firm	\$17.05	\$41.42	\$28.77

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	40%	53%	0%	7%
Dental Insurance	40%	47%	0%	13%
Vision Insurance	27%	33%	0%	40%
Life Insurance	33%	27%	7%	33%
Sick Leave	73%	13%	0%	13%
Vacation	87%	13%	0%	0%
Retirement Plan	27%	47%	20%	7%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 238 to 475 workers

Gender

- Male - 86%
- Female - 14%

Projections

Growth Rate

Much faster than average
10.2% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Employee Referrals	67%
In-house Promotion/Transfer	53%
Newspaper Ads	53%

COMPUTER PROGRAMMERS, INCLUDING AIDES

15 FIRMS RESPONDED

Where the Jobs Are

Computer programming services	33.0%
Local government	33.0%
Computer integrated systems design	9.6%
Federal government	7.4%
Other	17.0%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 42 hours per week.
- 6% of employers offer work on a temporary basis averaging 5 hours per week.

Wages

- 20% of employers offer a bonus ranging from \$0.85 to \$6.11 per hour.

Other Related Information Sources

DOT Code # 030.162-010
CA Occupational Guide # 81

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	92%	36%
No	8%	64%

Qualifications

Technical: Ability to write documentation of computer procedures. Ability to write, edit, and debug computer programs for business. Ability to use COBOL, FORTRAN and fourth generation computer languages. Ability to write effectively. Knowledge of mainframe and minicomputer hardware and operating systems. Scientific, engineering and statistical programming skills. Problem solving skills.

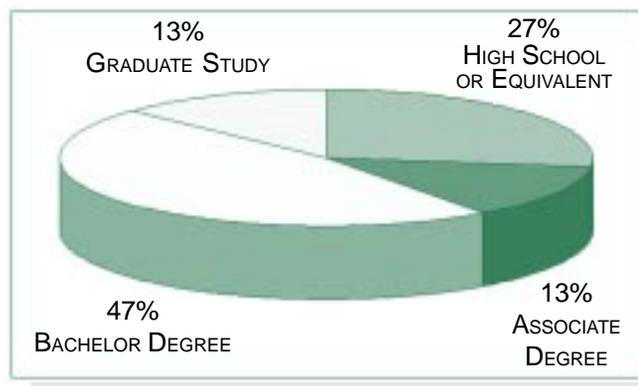
Physical: Ability to perform precision work.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



COOKS - SPECIALTY FAST FOOD

OES CODE 650320

SURVEYED SUMMER 2000

Description

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$7.00	\$6.00
New Hire, Experienced	\$5.75	\$8.00	\$6.00
Experienced, 3 Yrs w/firm	\$6.00	\$12.00	\$8.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	5%	21%	5%	58%
Dental Insurance	0%	21%	0%	68%
Vision Insurance	0%	21%	0%	68%
Life Insurance	0%	11%	0%	79%
Sick Leave	21%	0%	0%	68%
Vacation	37%	0%	0%	53%
Retirement Plan	5%	5%	5%	74%
Child Care	0%	0%	0%	89%

Size of Occupation

Range

- Very Large - More than 1030 workers

Gender

- Male - 61%
- Female - 39%

Projections

Growth Rate

Slower than average
2.6% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Walk-in Applicants	79%
Employee Referrals	74%
Newspaper Ads	63%

COOKS - SPECIALTY FAST FOOD

19 FIRMS RESPONDED

Where the Jobs Are

Eating places 95.2%
 Other 4.8%

Other Information

Shifts

Day 100%
 Swing 68%
 Graveyard 16%

Hours

- 84% of employers offer work on a full-time basis averaging 38 hours per week.
- 79% of employers offer work on a temporary basis averaging 22 hours per week.
- 11% of employers offer work on a seasonal basis averaging 33 hours per week.

Wages

- 32% of employers offer tips and bonuses ranging from \$0.05 to \$1.00 per hour.

Other Related Information Sources

DOT Code # 313.374-010
 CA Occupational Guide # 366

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	18%	40%
No	82%	60%

Qualifications

Technical: Ability to operate a cash register.

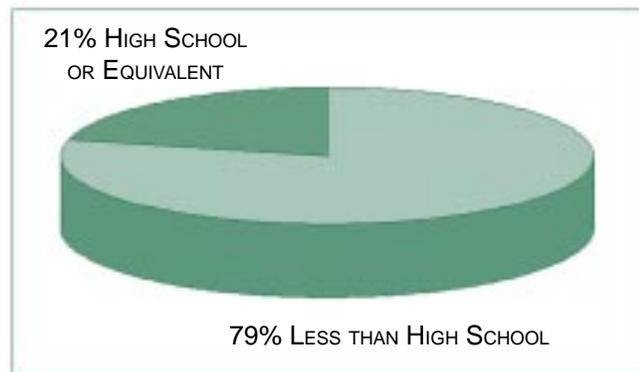
Physical: Ability to pass a pre-employment medical examination. Ability to stand continuously for 2 or more hours. Ability to lift at least 30 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



CUSTOMER SERVICE REPRESENTATIVES

OES CODE 553350998

SURVEYED SUMMER 2000

Description

Customer Service Representatives talk with customers to find solutions to customers' problems. They may work at a professional or clerical level. Representatives at clerical levels deal with complaints about products or billing or receive orders for products or services. Representatives at professional levels most often are employed with companies selling complex products, such as computers. They answer questions, investigate, and correct errors. They may train customers in the use of the product or interpret customer needs to technical staff.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$10.00	\$7.85
New Hire, Experienced	\$5.75	\$11.99	\$8.75
Experienced, 3 Yrs w/firm	\$7.40	\$13.82	\$11.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	44%	50%	0%	0%
Dental Insurance	44%	50%	0%	0%
Vision Insurance	44%	25%	0%	25%
Life Insurance	31%	50%	0%	13%
Sick Leave	69%	19%	0%	6%
Vacation	75%	19%	0%	0%
Retirement Plan	31%	50%	0%	13%
Child Care	0%	0%	0%	94%

Size of Occupation

Range

- Medium - 238 to 475 workers

Gender

- Male - 10%
- Female - 90%

Projections

Growth Rate

Faster than average
5.2% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	81%
Employee Referrals	69%
In-house Promotion/Transfer	38%

CUSTOMER SERVICE REPRESENTATIVES

16 FIRMS RESPONDED

Where the Jobs Are

Telephone communications, exc. radio . 59.7%
 Cable and other pay TV services 18.5%
 Gas & other services incl. utilities 21.8%

Other Information

Shifts

Day 100%
 Swing 19%
 Graveyard 6%

Hours

- 94% of employers offer work on a full-time basis averaging 40 hours per week.
- 44% of employers offer work on a part-time basis averaging 25 hours per week.
- 6% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 31% of employers offer a bonus ranging from \$0.06 to \$1.23 per hour.

Other Related Information Sources

DOT Code # 239.362-014
 # 241.367-014
 OES Code # 531230, #553350

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	62%
No	0%	38%

Qualifications

Technical: Ability to operate 10-key adding machine by touch. Ability to use a calculator. Ability to write effectively. Ability to learn customer's needs. Ability to understand the company's products or services. Record keeping skills. Telephone sales skills.

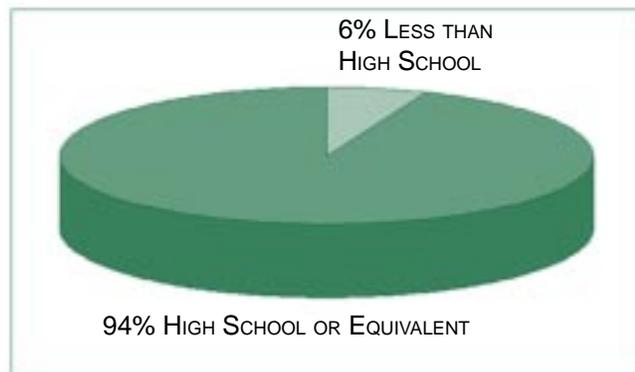
Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to work independently. Ability to work under pressure. Ability to perform routine, repetitive work. Willingness to work with close supervision. Public contact skills. Diplomacy skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Human Service Workers assist Social Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.45*	\$12.69	\$11.27
New Hire, Experienced	\$7.00	\$16.50	\$11.97
Experienced, 3 Yrs w/firm	\$8.00	\$16.00	\$13.06

*Represents only one firm

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$10.75	\$13.26	\$11.00
Experienced, 3 Yrs w/firm	\$12.45	\$15.35	\$14.26

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	38%	38%	0%	15%
Dental Insurance	38%	23%	0%	31%
Vision Insurance	31%	23%	0%	38%
Life Insurance	38%	8%	0%	46%
Sick Leave	69%	0%	0%	23%
Vacation	77%	0%	0%	15%
Retirement Plan	46%	8%	15%	23%
Child Care	0%	0%	0%	92%

Size of Occupation

Range

- Small - Less than 238 workers

Gender

- Male - 23%
- Female - 77%

Projections

Growth Rate

Faster than average
4.5% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	86%
Employee Referrals	64%
Walk-in Applicants	43%

Where the Jobs Are

Individual and family services	57.1%
Local government	21.4%
Job training & vocational rehabilitation	14.2%
Social services	7.3%

Other Information

Shifts

Day	100%
Swing	21%
Graveyard	14%

Hours

- 86% of employers offer work on a full-time basis averaging 40 hours per week.
- 50% of employers offer work on a part-time basis averaging 20 hours per week.
- 21% of employers offer work on a temporary basis averaging 20 hours per week.

Other Related Information Sources

DOT Code # 195.367-034
CA Occupational Guide # 564

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	77%	83%
No	23%	17%

Qualifications

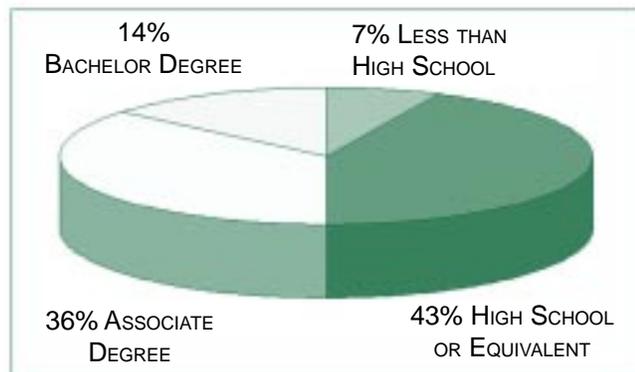
Technical: Ability to treat substance abuse. Ability to interview others for information. Knowledge of geriatrics. Knowledge of veterans services. Knowledge of protective services for children and adults. Record keeping skills. Food buying and menu planning skills. Possession of a valid driver's license.

Personal: Ability to work independently. Willingness to work with close supervision. Understanding of a variety of cultures

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.49	\$9.62	\$8.10
New Hire, Experienced	\$6.89	\$10.26	\$8.42
Experienced, 3 Yrs w/firm	\$7.89	\$12.28	\$9.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.34	\$9.64	\$7.95
New Hire, Experienced	\$6.64	\$9.85	\$8.53
Experienced, 3 Yrs w/firm	\$8.53	\$11.44	\$10.30

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	16%	21%	0%	0%
Dental Insurance	21%	11%	5%	0%
Vision Insurance	11%	16%	5%	5%
Life Insurance	5%	16%	0%	16%
Sick Leave	26%	5%	0%	5%
Vacation	32%	5%	0%	0%
Retirement Plan	16%	21%	0%	0%
Child Care	0%	0%	0%	37%

Size of Occupation

Range

- Very Large - More than 1030 workers

Gender

- Male - 9%
- Female - 91%

Projections

Growth Rate

Slower than average
2.9% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	89%
Employee Referrals	74%
In-house Promotion/Transfer	63%

Where the Jobs Are

Elementary and secondary schools	92.5%
Schools and educational services	6.3%
Other	1.2%

Other Information

Shifts

Day	100%
Swing	5%
Graveyard	0%

Hours

- 37% of employers offer work on a full-time basis averaging 35 hours per week.
- 89% of employers offer work on a part-time basis averaging 17 hours per week.
- 11% of employers offer work on a temporary basis averaging 13 hours per week.
- 5% of employers offer work on a seasonal basis averaging 35 hours per week.

Other Related Information Sources

DOT Code # 249.367-074
CA Occupational Guide # 502

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	56%
No	60%	44%

Qualifications

Technical: Ability to apply teaching techniques. Ability to operate audiovisual equipment. Ability to administer emergency first aid. Ability to write effectively. Ability to type at least 45 wpm. Knowledge of early childhood development. Oral reading skills. Musical skills. Classroom management skills. Record keeping skills.

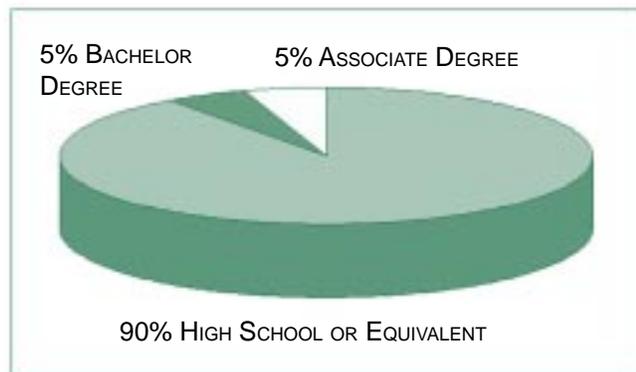
Physical: Ability to pass a pre-employment medical examination.

Personal: Ability to work independently. Ability to exercise patience. Ability to handle crisis situations. Understanding of a variety of cultures. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to ensure completeness, operate typewriters to prepare correspondence, reports, and loan documents from draft, and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customers of acceptance or rejection of credit.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$11.50	\$8.48
New Hire, Experienced	\$8.00	\$15.34	\$11.50
Experienced, 3 Yrs w/firm	\$8.50	\$19.18	\$13.66

Benefits

<i>Full-time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	40%	53%	0%	7%
Dental Insurance	40%	40%	0%	20%
Vision Insurance	33%	33%	7%	27%
Life Insurance	47%	27%	0%	27%
Sick Leave	93%	7%	0%	0%
Vacation	93%	7%	0%	0%
Retirement Plan	33%	40%	7%	20%
Child Care	0%	0%	7%	93%

Size of Occupation

Range

- Medium - 238 to 475 workers

Gender

- Male - 19%
- Female - 81%

Projections

Growth Rate

Slower than average
1.9% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	93%
In-house Promotion/Transfer	60%
Employee Referrals	53%

Where the Jobs Are

Mortgage bankers and correspondents .	22.4%
State commercial banks	20.5%
Savings institutions	15.1%
National commercial banks	14.3%
Real estate agents and managers	10.0%
Other	17.7%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 13% of employers offer work on a part-time basis averaging 26 hours per week.

Wages

- 66% of employers offer a bonus ranging from \$0.14 to \$7.19 per hour.

Other Related Information Sources

DOT Code # 205.367-022
 # 249.362-014
 CA Occupational Guide # 526

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	88%	57%
No	12%	43%

Qualifications

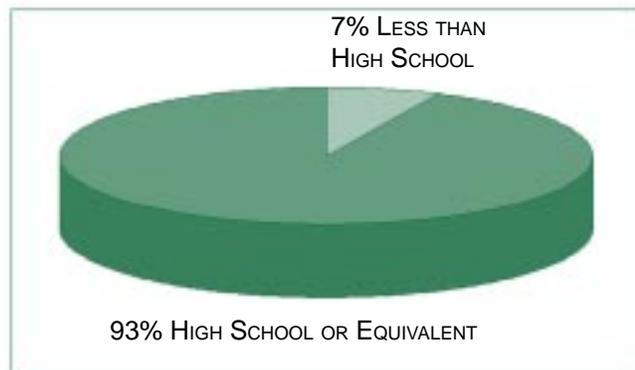
Technical: Ability to use a calculator. Ability to interview others for information. Ability to perform detailed clerical work. Ability to write effectively. Ability to type at least 45 wpm. Business math skills. Record keeping skills. Telephone answering skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills. Customer service skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Manager, Retail Store manages a retail store which sells a specific line of merchandise, such as groceries, liquor, apparel, jewelry, furniture or related lines of merchandise. They usually plan and prepare work schedules, work assignments (or supervise others to do so), formulate merchandise pricing policy, coordinate sales promotion activities, and prepare merchandise displays and advertising copy. They supervise employees in sales, taking inventory or cash reconciliation activities, operation of record keeping, and the preparation of a daily record of transactions for accounting purposes. They may interview, hire and train employees, ensure compliance of employees with security, sales and record keeping procedures, order merchandise or prepare requisitions to replenish inventories and may answer customer complaints or inquiries.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.00	\$13.77	\$9.99
New Hire, Experienced	\$6.00	\$16.65	\$11.99
Experienced, 3 Yrs w/firm	\$6.00	\$19.27	\$14.88

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	33%	53%	0%	13%
Dental Insurance	27%	47%	0%	27%
Vision Insurance	20%	40%	0%	40%
Life Insurance	53%	13%	0%	33%
Sick Leave	87%	0%	0%	13%
Vacation	93%	0%	0%	7%
Retirement Plan	47%	27%	7%	20%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Very Large - More than 1030 workers

Gender

- Male - 46%
- Female - 54%

Projections

Growth Rate

Average
3.7% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	60%
Employee Referrals	60%
In-house Promotion/Transfer	53%

MANAGERS, RETAIL STORE

15 FIRMS RESPONDED

Where the Jobs Are

Grocery stores	27.1%
New and used car dealers	5.7%
Drug stores and proprietary stores	3.8%
Auto and home supply stores	3.2%
Other	60.2%

Other Information

Shifts

Day	100%
Swing	27%
Graveyard	7%

Hours

- 100% of employers offer work on a full-time basis averaging 46 hours per week.
- 20% of employers offer work on a part-time basis averaging 23 hours per week.

Wages

- 47% of employers offer a bonus ranging from \$0.38 to \$17.26 per hour.

Other Related Information Sources

DOT Code # 169.167-010, 169.167-034
 # 185.167-046, 299.137-010
 CA Occupational Guide # 242
 OES Code # 410020

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	80%	38%
No	20%	62%

Qualifications

Technical: Ability to plan and organize the work of others. Ability to implement safe work practices. Ability to hire and assign personnel. Ability to requisition supplies. Ability to implement a progressive discipline process. Ability to apply inventory control methods. Ability to conduct training programs. Knowledge of accounting and auditing terms. Knowledge of EEO and Affirmative Action program guidelines. Supervisory skills. Personnel interviewing skills. Cash handling skills.

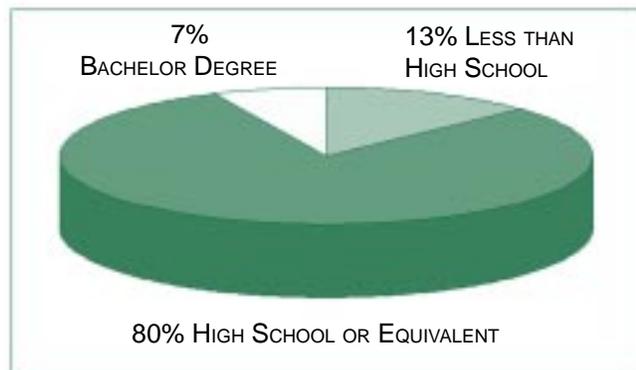
Physical: Ability to stand continuously for 2 or more hours.

Personal: Ability to set work priorities. Ability to work under pressure. Ability to work as part of a team. Willingness to work nights, weekends, and holidays. Ability to work overtime. Customer service skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



NETWORK CONTROL TECHNICIANS

OES CODE 031262995

SURVEYED SUMMER 2000

Description

Network Control Technicians assist in the set-up, testing, and troubleshooting of Local Area Networks (LANs) and Wide Area Networks (WANs). Network Control Technicians work closely with LAN Managers and also repair and replace systems as necessary.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$12.00	\$30.68	\$17.70
Experienced, 3 Yrs w/firm	\$15.00	\$38.36	\$23.97

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$13.10	\$21.10	\$17.37
Experienced, 3 Yrs w/firm	\$14.44	\$24.42	\$19.25

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	67%	20%	0%	0%
Dental Insurance	67%	20%	0%	0%
Vision Insurance	47%	20%	0%	20%
Life Insurance	47%	7%	0%	33%
Sick Leave	67%	7%	0%	13%
Vacation	80%	7%	0%	0%
Retirement Plan	33%	27%	13%	13%
Child Care	0%	0%	7%	80%

Size of Occupation

Range

- Small - Less than 238 workers

Gender

- Male - 78%
- Female - 22%

Projections

Growth Rate

Much faster than average
18.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	80%
Internet	60%
Employee Referrals	40%

NETWORK CONTROL TECHNICIANS

15 FIRMS RESPONDED

Where the Jobs Are

Local government	28.6%
Semiconductors and related devices	19.0%
Computer and software stores	16.7%
Other	35.7%

Other Information

Shifts

Day	93%
Swing	0%
Graveyard	0%
Other	7%

Hours

- 87% of employers offer work on a full-time basis averaging 40 hours per week.
- 13% of employers offer work on a part-time basis averaging 18 hours per week.

Wages

- 13% of employers offer a bonus ranging from \$0.13 to \$0.64 per hour.

Other Related Information Sources

CA Occupational Guide # 2001A

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	93%	29%
No	7%	71%

Qualifications

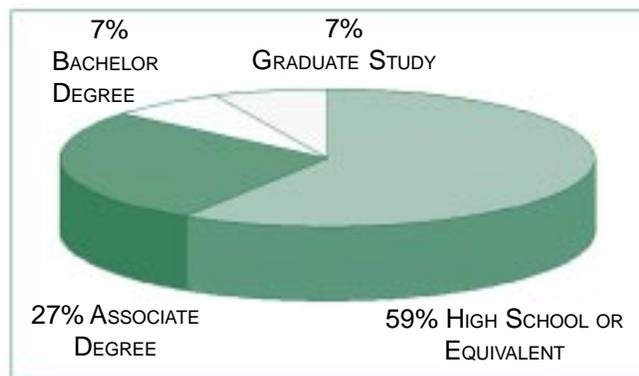
Technical: Ability to use operating manuals. Ability to analyze data to solve problems. Ability to troubleshoot. Knowledge of micro-computer hardware and operating systems. Knowledge of software applications. Knowledge of lease line procedures for wide area networks (WAN). Understanding of WAN and local area networks (LAN).

Personal: Ability to work independently. Ability to coordinate multiple activities. Ability to communicate technical information to non-technical staff. Ability to communicate with computer literate staff.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Nurse Practitioners provide general medical care and treatment to patients in medical facilities, such as clinics, health centers, or public health agencies, under the direction of a physician.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$17.00	\$30.00	\$25.50
New Hire, Experienced	\$17.00	\$32.00	\$25.00
Experienced, 3 Yrs w/firm	\$23.00	\$36.00	\$30.35

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$24.62	\$30.96	\$29.43
Experienced, 3 Yrs w/firm	\$27.18	\$34.34	\$31.77

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	67%	7%	0%	0%
Dental Insurance	33%	20%	0%	20%
Vision Insurance	47%	7%	0%	20%
Life Insurance	40%	7%	0%	27%
Sick Leave	73%	0%	0%	0%
Vacation	73%	0%	0%	0%
Retirement Plan	27%	47%	0%	0%
Child Care	0%	0%	7%	67%

Size of Occupation

Range

- Small - Less than 238 workers

Gender

- Male - 9%
- Female - 91%

Projections

Growth Rate

Slower than average
2.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	60%
Internet	47%
Employee Referrals, Colleges/Universities	27%
Trade Journals, Other	27%

Where the Jobs Are

Offices and clinics of medical doctor	56.1%
Offices of health practitioners	12.1%
Other	31.8%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%

Hours

- 73% of employers offer work on a full-time basis averaging 40 hours per week.
- 60% of employers offer work on a part-time basis averaging 23 hours per week.

Other Related Information Sources

DOT Code # 075.264-010
 CA Occupational Guide # 29
 OES Code # 325020

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	88%	36%
No	12%	64%

Qualifications

Technical: Ability to administer injections and medications. Ability to interview others for information. Ability to record condition of patients. Ability to maintain progress notes and treatment summaries. Ability to assist with examinations. Ability to maintain an appointment calendar.

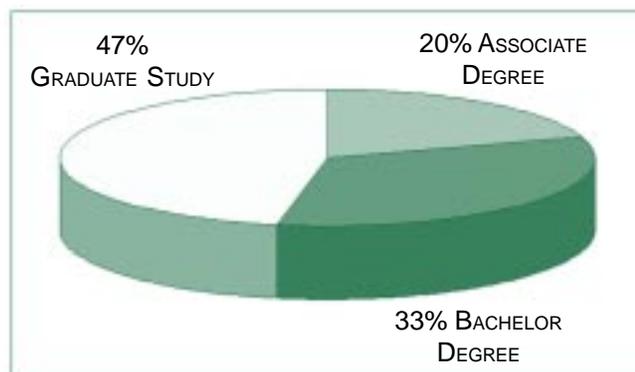
Physical: Ability to stand continuously for 2 or more hours. Possession of emotional stability, good vision and good hearing.

Personal: Ability to work independently. Ability to work under pressure. Ability to relate to patients. Willingness to work with close supervision.

Legally Mandated Requirements: Must have valid Registered Nurse License and complete an additional program of study approved by State

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$11.00	\$9.00
New Hire, Experienced	\$8.00	\$12.50	\$10.63
Experienced, 3 Yrs w/firm	\$11.00	\$15.75	\$12.88

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$11.80	\$11.80	\$11.80
New Hire, Experienced	\$10.00	\$12.65	\$11.11
Experienced, 3 Yrs w/firm	\$12.00	\$13.30	\$12.70

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	38%	31%	0%	13%
Dental Insurance	38%	25%	0%	19%
Vision Insurance	38%	13%	0%	31%
Life Insurance	38%	19%	6%	19%
Sick Leave	50%	13%	0%	19%
Vacation	56%	13%	0%	13%
Retirement Plan	25%	38%	6%	13%
Child Care	0%	0%	6%	75%

Size of Occupation

Range

- Small - Less than 238 workers

Gender

- Male - 10%
- Female - 90%

Projections

Growth Rate

Slower than average
1.8% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Walk-in Applicants	63%
Employee Referrals	56%
Newspaper Ads	50%
In-house Promotion/Transfer	50%

Where the Jobs Are

Drug stores and proprietary stores 94.4%
 Other 5.6%

Other Information

Shifts

Day 100%
 Swing 25%
 Graveyard 0%

Hours

- 81% of employers offer work on a full-time basis averaging 39 hours per week.
- 56% of employers offer work on a part-time basis averaging 28 hours per week.
- 12% of employers offer work on a temporary basis averaging 24 hours per week.

Wages

- 25% of employers offer a bonus ranging from \$0.24 to \$0.93 per hour.

Other Related Information Sources

DOT Code # 074.382-010
 CA Occupational Guide # 456
 OES Code # 660260

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	45%	40%
No	55%	60%

Qualifications

Technical: Ability to complete and explain insurance forms. Ability to calculate weights and measurements. Ability to apply sterilization techniques. Ability to measure and calculate using metrics. Ability to accurately record and report information. Ability to write effectively. Ability to follow government regulations and reporting requirements. Ability to type at least 30 wpm. Knowledge of chemical compounds.

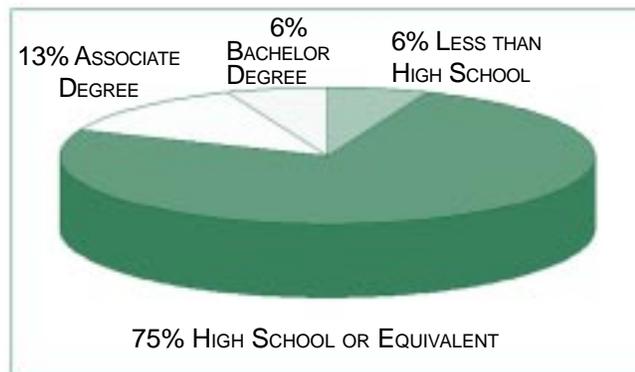
Physical: Ability to lift 40 lbs. repeatedly.

Personal: Ability to work independently. Ability to pay attention to detail. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: Licensure required

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Physicians' Assistants provide patient services under the direct supervision and responsibility of a doctor of medicine or osteopathy. They elicit detailed patient histories and do complete physical examinations, reach tentative diagnosis and order appropriate laboratory tests. This occupation requires certification by the National Commission on Certification of Physicians' Assistants and the California State Board of Medical Quality Assurance.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$25.00	\$30.00	\$27.00
New Hire, Experienced	\$24.93	\$35.00	\$28.00
Experienced, 3 Yrs w/firm	\$25.00	\$40.00	\$30.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	60%	20%	0%	10%
Dental Insurance	50%	0%	0%	40%
Vision Insurance	50%	0%	0%	40%
Life Insurance	40%	0%	0%	50%
Sick Leave	90%	0%	0%	0%
Vacation	90%	0%	0%	0%
Retirement Plan	10%	30%	10%	40%
Child Care	0%	0%	10%	80%

Size of Occupation

Range

- Small - Less than 238 workers

Gender

- Male - 43%
- Female - 57%

Projections

Growth Rate

Slower than average
2.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified	x		
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	40%
Internet	40%
Employee Referrals	30%
Colleges/Universities	30%

Where the Jobs Are

Offices and clinics of medical doctor	56.1%
Offices of health practitioners	12.1%
Other	31.8%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%

Hours

- 90% of employers offer work on a full-time basis averaging 38 hours per week.
- 20% of employers offer work on a part-time basis averaging 29 hours per week.

Other Related Information Sources

DOT Code # 079.364-018
CA Occupational Guide # 508

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	71%	0%
No	29%	100%

Qualifications

Technical: Ability to administer injections. Ability to administer medications. Ability to interview others for information. Ability to record condition of patients. Ability to maintain progress notes and treatment summaries. Ability to assist with examinations. Ability to maintain an appointment calendar.

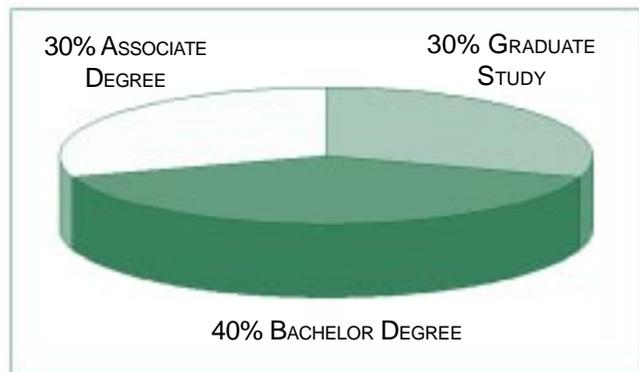
Physical: Ability to stand continuously for 2 or more hours. Possession of emotional stability, good vision and good hearing.

Personal: Ability to work independently. Ability to work under pressure. Ability to relate to patients. Willingness to work with close supervision.

Legally Mandated Requirements: Graduate of Physician Assistant training program and licensure

Education

Surveyed employers reported the following educational levels required for recent hires:



RECEPTIONISTS AND INFORMATION CLERKS

OES CODE 553050

SURVEYED SUMMER 2000

Description

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store or services within the hotel. They may perform a variety of other clerical duties.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$9.64	\$7.50
New Hire, Experienced	\$7.00	\$11.00	\$9.00
Experienced, 3 Yrs w/firm	\$8.50	\$14.00	\$11.27

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	38%	44%	0%	13%
Dental Insurance	31%	31%	0%	31%
Vision Insurance	25%	25%	6%	38%
Life Insurance	25%	13%	6%	50%
Sick Leave	69%	6%	0%	19%
Vacation	81%	6%	0%	6%
Retirement Plan	31%	13%	13%	38%
Child Care	0%	0%	6%	88%

Size of Occupation

Range

- Very Large - More than 1030 workers

Gender

- Male - 6%
- Female - 94%

Projections

Growth Rate

Average
4.2% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	88%
Employee Referrals	69%
Walk-in Applicants	50%

RECEPTIONISTS AND INFORMATION CLERKS

16 FIRMS RESPONDED

Where the Jobs Are

Offices and clinics of medical doctor	11.1%
Offices and clinics of dentists	8.0%
Help supply services	7.2%
Real estate agents and managers	5.0%
Veterinary services, specialties	4.7%
Other	64.0%

Other Information

Shifts

Day	100%
Swing	6%
Graveyard	0%

Hours

- 88% of employers offer work on a full-time basis averaging 39 hours per week.
- 38% of employers offer work on a part-time basis averaging 20 hours per week.
- 6% of employers offer work on a temporary basis averaging 2 hours per week.
- 12% of employers offer work on a seasonal basis averaging 30 hours per week.

Wages

- 38% of employers offer a bonus ranging from \$0.17 to \$2.64 per hour.

Other Related Information Sources

DOT Code # 237.367-038
237.367-022
CA Occupational Guide # 21

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	71%	71%
No	29%	29%

Qualifications

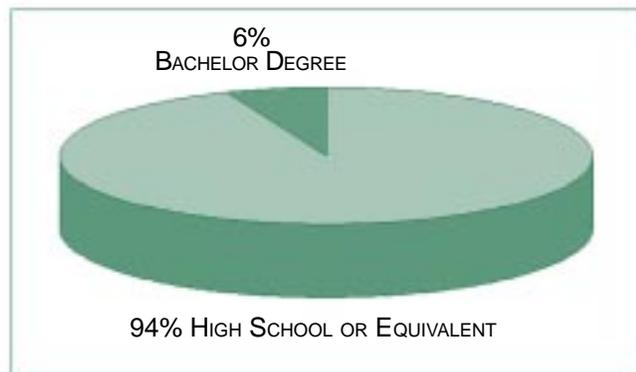
Technical: Ability to operate a multi-line command phone center. Ability to use word processing software. Ability to write effectively. Ability to type at least 45 wpm. Alphabetic and numeric filing skills. Book-keeping skills. Telephone answering skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills. Customer service skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. These include teachers who specialize and work with audibly and visually handicapped students as well as those who teach basic academic and life processes skills to the mentally impaired.

Wages

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$14.99*	\$19.27	\$16.34
New Hire, Experienced	\$12.81	\$20.65	\$17.46
Experienced, 3 Yrs w/firm	\$14.18	\$23.31	\$18.55

*Represents only one firm

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	44%	56%	0%	0%
Dental Insurance	56%	39%	0%	6%
Vision Insurance	44%	50%	0%	6%
Life Insurance	22%	28%	0%	50%
Sick Leave	94%	6%	0%	0%
Vacation	33%	0%	0%	67%
Retirement Plan	11%	72%	6%	11%
Child Care	0%	0%	6%	94%

Size of Occupation

Range

- Large - 476 to 1030 workers

Gender

- Male - 13%
- Female - 87%

Projections

Growth Rate

Faster than average
5.6% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	100%
Colleges/Universities	67%
Internet	61%

TEACHERS - SPECIAL EDUCATION

18 FIRMS RESPONDED

Where the Jobs Are

Elementary and secondary schools 93.1%
 Other 6.9%

Other Information

Shifts

Day 100%
 Swing 6%
 Graveyard 0%

Hours

- 100% of employers offer work on a full-time basis averaging 37 hours per week.
- 50% of employers offer work on a part-time basis averaging 21 hours per week.
- 19 % of employers offer work on a seasonal basis averaging 27 hours per week.

Wages

- 16% of employers offer compensation for possession of a Master's Degree ranging from \$0.29 to \$0.55 per hour.

Other Related Information Sources

DOT Code # 094.227-030
 CA Occupational Guide # 110

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	91%	29%
No	9%	71%

Qualifications

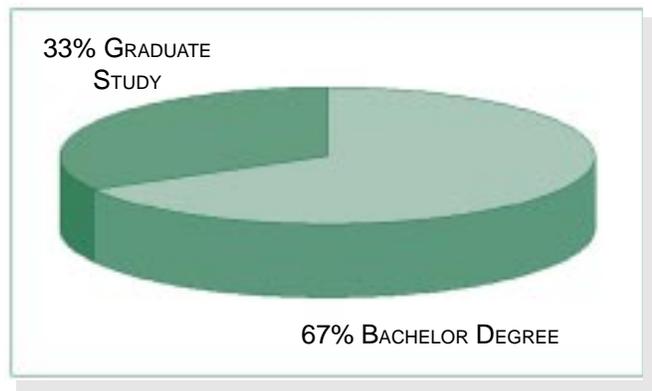
Technical: Ability to read Braille. Ability to read lips. Ability to teach physical education. Ability to use computers as a teaching tool. Ability to plan and organize training programs. Ability to write effectively. Sign language skills. Classroom management skills.

Personal: Ability to work independently. Ability to handle crisis situations. Ability to maintain classroom discipline. Ability to exercise patience. Willingness to travel. Imagination and creativity.

Legally Mandated Requirements: Licensure required in Special Education

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Light Truck Drivers, including Delivery and Route Workers drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$8.00	\$6.75
New Hire, Experienced	\$5.75	\$12.00	\$8.00
Experienced, 3 Yrs w/firm	\$5.75	\$15.80	\$9.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	35%	29%	0%	12%
Dental Insurance	24%	24%	0%	29%
Vision Insurance	6%	18%	0%	53%
Life Insurance	24%	24%	0%	29%
Sick Leave	35%	6%	0%	35%
Vacation	53%	12%	0%	12%
Retirement Plan	18%	29%	0%	29%
Child Care	0%	0%	0%	76%

Size of Occupation

Range

- Very Large - More than 1030 workers

Gender

- Male - 93%
- Female - 7%

Projections

Growth Rate

Slower than average
3.2% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	82%
Walk-in Applicants	82%
Employee Referrals	76%

T RUCK D RIVERS, L IGH T - I NCLUDE D ELIVERY AND R OUTE W ORKERS

17 FIRMS RESPONDED

Where the Jobs Are

Courier services, except by air	16.2%
Local trucking, without storage	7.6%
Newspapers	7.2%
Business services	4.2%
Lumber and other building materials	4.1%
Other	60.7%

Other Information

Shifts

Day	100%
Swing	6%
Graveyard	6%

Hours

- 76% of employers offer work on a full-time basis averaging 41 hours per week.
- 35% of employers offer work on a part-time basis averaging 25 hours per week.

Wage

- 24% of employers offer tips, bonuses or commissions ranging from \$0.12 to \$14.96 per hour.

Other Related Information Sources

DOT Code # 906.683-022
CA Occupational Guide # 563

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	38%	58%
No	62%	42%

Qualifications

Technical: Ability to operate a fork lift.

Ability to read invoices. Ability to load and unload freight. Knowledge of local streets.

Possession of a valid Class A and Class B driver's license. Record keeping skills. Map reading skills.

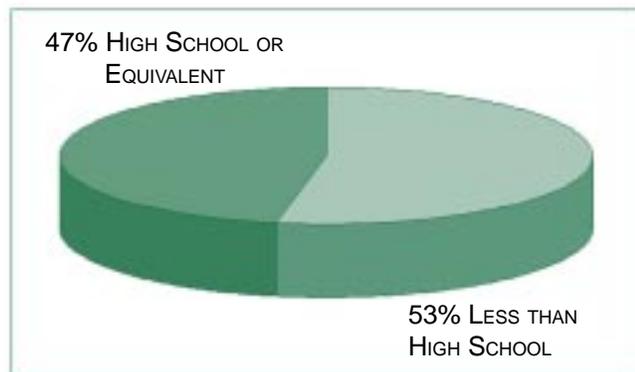
Physical: Ability to pass a pre-employment medical examination. Ability to lift at least 75 lbs. repeatedly.

Personal: Ability to work independently. Possession of a good DMV driving record.

Legally Mandated Requirements: Commercial drivers license

Education

Surveyed employers reported the following educational levels required for recent hires:



WAITERS AND WAITRESSES

OES CODE 650080

SURVEYED SUMMER 2000

Description

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Does not include workers who only work at counters.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$5.75	\$5.75	\$5.75
New Hire, Experienced	\$5.75	\$5.75	\$5.75
Experienced, 3 Yrs w/firm	\$5.75	\$7.00	\$5.75

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	0%	23%	15%	54%
Dental Insurance	0%	15%	15%	62%
Vision Insurance	0%	8%	15%	69%
Life Insurance	0%	8%	23%	62%
Sick Leave	8%	0%	8%	77%
Vacation	54%	0%	0%	38%
Retirement Plan	0%	0%	8%	85%
Child Care	0%	0%	0%	92%

Size of Occupation

Range

- Very Large - More than 1030 workers

Gender

- Male - 26%
- Female - 74%

Projections

Growth Rate

Average
3.7% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	73%
Walk-in Applicants	73%
Employee Referrals	67%

WAITERS AND WAITRESSES

15 FIRMS RESPONDED

Where the Jobs Are

Eating places	79.4%
Hotels and motels	8.2%
Other	12.4%

Other Information

Shifts

Day	93%
Swing	80%
Graveyard	7%
Other	7%

Hours

- 73% of employers offer work on a full-time basis averaging 32 hours per week.
- 80% of employers offer work on a part-time basis averaging 19 hours per week.
- 6% of employers offer work on a temporary basis averaging 25 hours per week.
- 33% of employers offer work on a seasonal basis averaging 25 hours per week.

Wages

- 100% of employers offer tips ranging from \$2.86 to \$30.00 per hour.

Other Related Information Sources

DOT Code # 311.477-030
CA Occupational Guide # 42

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	75%	15%
No	25%	85%

Qualifications

Technical: Ability to operate a cash register. Cash handling skills.

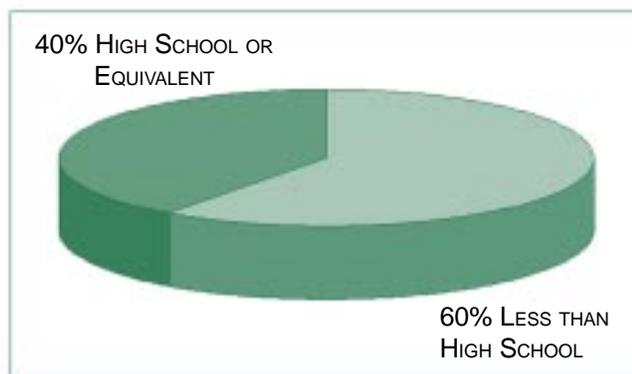
Physical: Ability to stand continuously for 2 or more hours. Ability to lift at least 30 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Customer service skills. Good grooming skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



VOCATIONAL TRAINING DIRECTORY

COMMUNITY COLLEGES

Cosumnes River College - El Dorado Center
Lake Tahoe Community College
Sierra College, Nevada County Campus
Sierra College, Rocklin Campus

REGIONAL OCCUPATIONAL PROGRAMS (ROP)

Central Sierra ROP
49er ROP

ADULT EDUCATION

Nevada Union Adult Education
Placer School for Adults
Roseville Adult School

PRIVATE SCHOOLS

Aviation and Electronic Schools of America
The Body Institute
California College of Ayurveda
California Motel Training
California Paralegal College
Clinical Touch School of Massage Therapy
Heald College - Roseville Campus
Healing Arts Institute
InnerQuest Alchemical Hypnotherapy Institute
Jerry Lee Beauty College
Lake Tahoe Massage School
New Directions Learning Center
Northern California Training Institute
Phillips School of Massage
Spirit Winds School of Thai Massage & International Healing Center
Truckee Tahoe Training

VOCATIONAL TRAINING DIRECTORY

COMMUNITY COLLEGES

COSUMNES RIVER COLLEGE - EL DORADO CENTER

6699 Campus Drive
Placerville, CA 95667
(530) 642-5644 Phone
(530) 642-5652 Fax
internet web site: <http://www.crc.losrios.cc.ca.us>

Programs Offered

Accounting	Fire Technology
Administrative Assistant	Human Services
Administration of Justice	Journalism
Automotive Mechanics Technology	Management Information Services
Business - General	Office Administration
Computer Information Science	Small Business Management
Early Childhood Education	Telecommunications Technology

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	Yes
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	No	Disabled Services	Yes
Career Counseling	Yes	Learning Disabilities	Yes
Vocational Evaluation	No	Distance/Online Learning	Yes
Academic Advising	Yes	Veteran Assistance/Approved	Yes

Other Information

Cost \$11.00/unit
Other Fees Books
Time to Complete Program 1 - 2 years
Entrance Requirements 18 years old or high school diploma/GED
Received upon Completion Associate degree or certificate of completion

VOCATIONAL TRAINING DIRECTORY

COMMUNITY COLLEGES

LAKE TAHOE COMMUNITY COLLEGE

One College Drive
So. Lake Tahoe, CA 96150
(530) 541-4660 Phone
(530) 541-7852 Fax

internet web site: <http://www.ltcc.edu>

Programs Offered

Addiction Studies

Art

Business

Business Office Administration

Computer Studies

Criminal Justice

Culinary Arts

Culinary Arts - Advanced

Early Childhood Education

Fire Science

Medical Office Assistant

Photography

Available Services

Financial Aid/Assistance Yes

Public Transit Nearby Yes

Child Care Services On-Site No

Job Placement Assistance No

Career Counseling Yes

Vocational Evaluation No

Academic Advising Yes

Tutorial Services Yes

ESL Course/Program Yes

GED Assistance No

Disabled Services Yes

Learning Disabilities Yes

Distance/Online Learning Yes

Veteran Assistance/Approved Yes

Other Information

Cost: \$11.00/unit

Other Fees: Books

Time to Complete Program: 1 - 2 years

Entrance Requirements: 18 years old or high school diploma/GED

Received upon Completion: Associate degree or certificate of completion

VOCATIONAL TRAINING DIRECTORY

COMMUNITY COLLEGES

SIERRA COLLEGE - NEVADA COUNTY CAMPUS

250 Sierra College Drive
Grass Valley, CA 95945
(530) 274-5300 Phone
(530) 274-5324 Fax
internet web site: <http://www.sierracollege.edu>

Programs Offered

Applied Art and Design - Graphic Design, Illustration, Multimedia
Child Development Teacher
Computer Applications
Computer Information Systems
Office Technology - Administrative Support

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	Yes	Disabled Services	Yes
Career Counseling	Yes	Learning Disabilities	Yes
Vocational Evaluation	Yes	Distance/Online Learning	Yes
Academic Advising	Yes	Veteran Assistance/Approved	Yes

Other Information

Cost \$11.00/unit
Other Fees Books
Time to Complete Program 1 - 2 years
Entrance Requirements 18 years old or high school diploma/GED
Received upon Completion Associate degree or certificate of completion

VOCATIONAL TRAINING DIRECTORY

COMMUNITY COLLEGES

SIERRA COLLEGE - ROCKLIN CAMPUS

5000 Rocklin Road
 Rocklin, CA 95677
 (916) 781-0430 Phone
 (916) 781-0403 Fax

internet web site: <http://www.sierracollege.edu>

Programs Offered

Agricultural, General, Suburban	Design Drafting
Animal Husbandry	Equine Studies
Apparel Design & Production	Fashion Merchandising
Applied Art and Design - Graphic Design	Fire Technology
Applied Art and Design - Illustration	Horticulture, Environmental
Applied Art and Design - Multimedia	Management
Automotive Technology	Marketing
Child Development Teacher	Metals/Manufacturing Technology
Computer Information Systems	Nursing, Vocational
Computer Integrated Electronics	Office Technology
Computer Science	Photography
Construction Technology	Real Estate

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	Yes
Child Care Services On-Site	Yes	GED Assistance	Yes
Job Placement Assistance	Yes	Disabled Services	Yes
Career Counseling	Yes	Learning Disabilities	Yes
Vocational Evaluation	Yes	Distance/Online Learning	Yes
Academic Advising	Yes	Veteran Assistance/Approved	Yes

Other Information

Cost: \$11.00/unit
 Other Fees: Books
 Time to Complete Program: 1 - 2 years
 Entrance Requirements: 18 years old or high school diploma/GED
 Received upon Completion: Associate degree or certificate of completion

VOCATIONAL TRAINING DIRECTORY

ROP

CENTRAL SIERRA REGIONAL OCCUPATIONAL PROGRAM - EL DORADO COUNTY

4675 Missouri Flat Road
Placerville, CA 95667
(530) 621-0123 Phone
(530) 642-0287 Fax

Mailing Address:
P.O. Box 1450
Diamond Springs, CA 95619

Programs Offered

Animal Health
Architect - CAD Drafting
Automotive Services, Body
Automotive Services, Engine
Building Construction, Light
Cabinetmaking
Careers with Children
Computer Studies
Computer Technician
Cosmetology
Culinary Arts
Dental Assistant

Electronics
Fire Control Technician
Graphic Arts/Printing
Hospital Occupations
Law Enforcement
Manicuring
Marketing
Medical Assisting
Metal Fabrication/Welding
Photography
Video Production

Available Services

Financial Aid/Assistance No
Public Transit Nearby No
Child Care Services On-Site No
Job Placement Assistance No
Career Counseling Yes
Vocational Evaluation Yes
Academic Advising No

Tutorial Services No
ESL Course/Program No
GED Assistance No
Disabled Services No
Learning Disabilities No
Distance/Online Learning No
Veteran Assistance/Approved No

Other Information

Cost \$20.00 to \$80.00/semester
Other Fees Books/material fees or deposit
Time to Complete Program 2 - 11 months
Entrance Requirements 16 years or older
Received upon Completion Certificate of completion

VOCATIONAL TRAINING DIRECTORY

ROP

49ER REGIONAL OCCUPATIONAL PROGRAM - NEVADA AND PLACER COUNTY

360 Nevada Street
 Auburn, CA 95603
 (530) 889-5949 Phone
 (530) 887-1704 Fax

internet web site: <http://www.49errop.com>

Programs Offered

- | | |
|--|---|
| A+ Certification | Digital Video and Animation |
| Accounting | Electronics |
| Animal and Veterinary Careers | Fashion Merchandising Careers |
| Automotive Services | Financial Services Careers |
| Automotive Technology | Fire Science Careers |
| Business Entrepreneurship | Graphic Communications |
| Business Operations and Management | Health Careers |
| Careers in Education | Integrated Media |
| Careers with Children | Marketing and Sales Careers |
| Computer Maintenance and Networking Essentials | Medical Terminology |
| Computer Studies | Network Technology - Cisco Level I and II |
| Construction Technology | Network Technology - Cisco Level III and IV |
| Cosmetology | Nursing Assistant |
| Dental Careers | |

Available Services

Financial Aid/Assistance	No	Tutorial Services	No
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	Yes	Disabled Services	No
Career Counseling	Yes	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	No

Other Information

- Cost: \$50.00/semester plus class registration fee
 Other Fees: Books/material fees or deposit
 Time to Complete Program: 1 - 2 semesters
 Entrance Requirements: 16 years or older
 Received upon Completion: Certificate of completion

VOCATIONAL TRAINING DIRECTORY

ADULT EDUCATION

NEVADA UNION ADULT EDUCATION - NEVADA COUNTY

350 Buena Vista Avenue
Grass Valley, CA 95945
(530) 272-2643 Phone
(530) 272-3422 Fax

Programs Offered

Computers
Emergency Medical Technician
Furniture/Cabinet Making (Beginning and Advanced)
Microsoft Office User Specialist (MOUS)
Welding (Beginning and Advanced)

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	No
Public Transit Nearby	Yes	ESL Course/Program	Yes
Child Care Services On-Site	No	GED Assistance	Yes
Job Placement Assistance	No	Disabled Services	Yes
Career Counseling	No	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	No	Veteran Assistance/Approved	No

Other Information

Cost \$60.00 to \$275.00
Other Fees Books/material fees or deposit
Time to Complete Program 3 - 8 months
Entrance Requirements 18 years or older
Received upon Completion Certificate of completion

VOCATIONAL TRAINING DIRECTORY

ADULT EDUCATION

PLACER SCHOOL FOR ADULTS - PLACER COUNTY

390 Finley Street
 Auburn, CA 95603
 (530) 885-8585 Phone
 (530) 823-1406 Fax

internet web site: <http://www.placeronline.org>

Programs Offered

AutoCAD - Levels I, II, III & Design/Molding	In-Home Caregiver Program (I, II, III)
Automated Accounting/Quickbooks	Microsoft Office Applications
Computer and Office Skills (Passage)	Operating Systems - Macintosh
Cosmetology/Manicurist *Call for cost information	Strategic Leadership
Desktop Publishing (Microsoft Publisher I, II)	Web Design (FrontPage & HTML)
Graphic Design (PhotoShop I, II)	Welding
Hospitality	Woodworking

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	Yes
Child Care Services On-Site	No	GED Assistance	Yes
Job Placement Assistance	Yes	Disabled Services	Yes
Career Counseling	Yes	Learning Disabilities	Yes
Vocational Evaluation	Yes	Distance/Online Learning	Yes
Academic Advising	Yes	Veteran Assistance/Approved	Yes

Other Information

Cost: \$59.00 to \$179.00
 Other Fees: Material fees/lab fees
 Time to Complete Program: 8 hours - 12 months
 Entrance Requirements: 18 years or older
 Received upon Completion: Certificate of completion

VOCATIONAL TRAINING DIRECTORY

ADULT EDUCATION

ROSEVILLE ADULT SCHOOL - PLACER COUNTY

200 Branstetter Street
Roseville, CA 95678
(916) 782-3952 Phone
(916) 782-4361 Fax
internet web site: <http://ras.rjuhsd.k12.ca.us>

Programs Offered

Accounting Clerk, Computerized
Cosmetologist/Esthetician *Call for cost information

Available Services

Financial Aid/Assistance	No	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	Yes
Child Care Services On-Site	No	GED Assistance	Yes
Job Placement Assistance	Yes	Disabled Services	No
Career Counseling	Yes	Learning Disabilities	No
Vocational Evaluation	Yes	Distance/Online Learning	Yes
Academic Advising	Yes	Veteran Assistance/Approved	No

Other Information

Cost \$200.00
Other Fees Books/material fees or deposit
Time to Complete Program 12 months
Entrance Requirements 18 years or older. Cosmetologist/Esthetician - check with school
Received upon Completion Certificate of completion. Cosmetologist/Esthetician; Licensed
cosmetologist after passing State Board

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

AVIATION AND ELECTRONIC SCHOOLS OF AMERICA

Available Services

Financial Aid/Assistance	No	Tutorial Services	No
Public Transit Nearby	No	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	Yes	Disabled Services	No
Career Counseling	No	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	Yes
Academic Advising	No	Veteran Assistance/Approved	Yes

P.O. Box 1810
 Colfax, CA 95713
 (530) 346-6792 Phone
 (530) 346-8466 Fax
 internet web site:
<http://www.aesa.com>

Programs Offered

Advanced Fiber Optics
 Basic Electricity/Electronics I
 Basic Electricity/Electronics II
 Computer Building and Configuring

Other Information

Cost: \$550.00 - \$1,495.00
 Other Fees: None
 Time to Complete Program: 1 week - 3 weeks
 Entrance Requirements: 18 years old or high school diploma/GED, basic math
 Received upon Completion: Certificate of completion

THE BODY INSTITUTE

8331 Sierra College Blvd.,
 Ste. 210
 Granite Bay, CA 95746
 (916) 791-1951 Phone
 (916) 791-0119 Fax
 internet web site:
<http://www.bodyinstitute.com>

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	No	Disabled Services	Yes
Career Counseling	Yes	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	No

Programs Offered

Massage

Other Information

Cost: \$1,700 - \$3,100
 Other Fees: None
 Time to Complete Program: 5 months - 2 years
 Entrance Requirements: 18 years old or high school diploma/GED
 Received upon Completion: Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

CALIFORNIA COLLEGE OF AYURVEDA

1117 A East Main Street
Grass Valley, CA 95945
(530) 274-9100 Phone
(530) 274-7350 Fax
internet web site:

<http://www.ayurvedacollege.com>

Available Services

Financial Aid/Assistance	No	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	No	Disabled Services	No
Career Counseling	No	Learning Disabilities Program	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	No

Programs Offered

Clinical Ayurvedic Specialist

Other Information

Cost: \$7,400.00
Other Fees: Application/registration/book/
material/equipment fees
Time to Complete Program: 2 years
Entrance Requirements: High school diploma/GED
Received upon Completion: Certificate of completion

CALIFORNIA MOTEL TRAINING

Available Services

Financial Aid/Assistance	No	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	Yes	Disabled Services	No
Career Counseling	No	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	Yes
Academic Advising	No	Veteran Assistance/Approved	Yes

801 Riverside Avenue
Roseville, CA 95678
(916) 791-8250 Phone
(916) 791-8269 Fax

Programs Offered

Hotel/Motel Management Training

Other Information

Cost: \$3,426.00
Other Fees: None
Time to Complete Program: 5 weeks
Entrance Requirements: 21 years old, high school di-
ploma/GED, ATB exam, math
test, interview
Received upon Completion: Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

CALIFORNIA PARALEGAL COLLEGE

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	Yes	Disabled Services	No
Career Counseling	Yes	Learning Disabilities	No
Vocational Evaluation	Yes	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	No

461 Grass Valley Hwy.,
Ste. 18
Auburn, CA 95603
(530) 272-5768 Phone
(530) 272-5768 Fax

Programs Offered

Paralegal

Other Information

Cost: \$6,287.00
Other Fees: None
Time to Complete Program: 10 months
Entrance Requirements: 18 years old or high school diploma/GED, successful completion of PAR aptitude test, tour of school, personal interview with director
Received upon Completion: Certificate of completion

CLINICAL TOUCH SCHOOL OF MASSAGE THERAPY

6815 Five Star Blvd.,
Ste. 105
Rocklin, CA 95677
(916) 630-1215 Phone
(916) 630-7616 Fax

Available Services

Financial Aid/Assistance	No	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	No	Disabled Services	No
Career Counseling	No	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	No	Veteran Assistance/Approved	No

Programs Offered

Massage Therapy I
Massage Therapy II

Other Information

Cost: \$1,000.00 each
Other Fees: None
Time to Complete Program: 10 weeks each
Entrance Requirements: 18 years old or high school diploma/GED, good health
Received upon Completion: Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

HEALD COLLEGE - ROSEVILLE CAMPUS

7 Sierra Gate Plaza
 Roseville, CA 95678
 (916) 789-8600 Phone
 (916) 789-8630 Fax
 internet web site:
<http://www.heald.edu>

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	Yes	Disabled Services	No
Career Counseling	No	Learning Disabilities Program	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	Yes

Programs Offered

Business Accounting
 Business Software Applications
 Computer Business Administration
 Computer Information Technology
 Electronics Technology
 Networking Technology - Cisco Systems
 Networking Technology - Microsoft
 Windows 2000
 Office Skills Certification
 Web Design and Administration

Other Information

Cost: \$6,525.00 - \$11,500.00 or
 \$3,100.00/quarter
 Other Fees: Book fees \$800 to \$1,600
 Time to Complete Program: 6 - 18 months
 Entrance Requirements: 18 years old, high school
 diploma/GED, certification of
 completion of home study
 program, state certificate,
 pass entrance exam
 Received upon Completion: Diploma or Associate in
 Applied Science Degree

HEALING ARTS INSTITUTE

Available Services

Financial Aid/Assistance	No	Tutorial Services	No
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	No	Disabled Services	No
Career Counseling	No	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	No	Veteran Assistance/Approved	No

112 Douglas Blvd.
 Roseville, CA 95678
 (916) 782-1275 or
 1 (800) 718-6824 Phone
 (916) 783-4258 Fax

Programs Offered

Accupressure Massage Training
 Certified Massage Therapy Training

Other Information

Cost: \$1,270.00 - \$1,464.00
 Other Fees: Book/material/regis. fees
 Time to Complete Program: 3 - 16 weeks
 Entrance Requirements: 18 years old, high school di-
 ploma/GED
 Received upon Completion: Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

INNERQUEST ALCHEMICAL HYPNOTHERAPY INSTITUTE

Available Services

Financial Aid/Assistance	No	Tutorial Services	No
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	No	Disabled Services	No
Career Counseling	No	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	No	Veteran Assistance/Approved	No

1215 High St., Ste.102
 Auburn, CA 95603
 (530) 889-8505 Phone
 (530) 889-8946 Fax
 internet web site:
<http://www.thequalityoflife.com/>
 InnerQuest

Programs Offered

Certified Master Hypnotherapist

Other Information

Cost: \$2,525.00
 Other Fees: None
 Time to Complete Program: 9 months
 Entrance Requirements: 18 years or older
 Received upon Completion: Certificate

JERRY LEE BEAUTY COLLEGE

200 Whyte Avenue
 Roseville, CA 95661
 (916) 726-5577 Phone
 (916) 726-3213 Fax

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	Yes	Disabled Services	No
Career Counseling	Yes	Learning Disabilities	No
Vocational Evaluation	Yes	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	Yes

Programs Offered

Cosmetology
 Esthetician
 Manicurist
 Teacher Training

Other Information

Cost: \$1,000.00 to \$5,575.00
 Other Fees: None
 Time to Complete Program: 15 weeks - 16 months
 Entrance Requirements: 16 years or older, pass
 assessment exam
 Received upon Completion: Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

LAKE TAHOE MESSAGE SCHOOL

P.O. Box 9927
S. Lake Tahoe, CA 96158
(530) 554-1227 Phone

www.laketahoemessageschool.com

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	Yes	Disabled Services	No
Career Counseling	Yes	Learning Disabilities Program	No
Vocational Evaluation	Yes	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	No

Programs Offered

Deep Tissue and Chronic Pain Massage
Massage Practitioner Program
Shiatsu/Craniosacral/Spa and Hot Stone
Massage
Sports Massage and Sports Injuries

Other Information

Cost: \$550.00 - \$1,725.00
Other Fees: Book fees \$800 to \$1,600
Time to Complete Program: 6 - 12 weeks
Entrance Requirements: 18 years old, high school
diploma/GED
Received upon Completion: Certificate of completion

NEW DIRECTIONS LEARNING CENTER

Available Services

Financial Aid/Assistance	No	Tutorial Services	No
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	No	Disabled Services	No
Career Counseling	No	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	No	Veteran Assistance/Approved	No

151 N. Sunrise Ave.,
Ste. 1107
Roseville, CA 95661
(916) 788-1575 Phone
(916) 788-1675 Fax
www.ndlchome.com

Programs Offered

Administrative Assistant
Billing Clerk/ Advanced Billing Clerk
Bookkeeper, Computerized Accounting
Computerized Office Systems
Customer Service Clerk
Dispatcher
General Clerk
Health Unit Coordinator
Medical Receptionist
Medical Transcriber

Other Information

Cost: \$2,400.00 - \$5,095.00
Other Fees: None
Time to Complete Program: 8 - 30 weeks
Entrance Requirements: 16 years old, school entrance
exam
Received upon Completion: Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

NORTHERN CALIFORNIA TRAINING INSTITUTE

Available Services

Financial Aid/Assistance	No	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	Yes	Disabled Services	No
Career Counseling	No	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	Yes

333 Sunrise Ave.,
Ste. 500
Roseville, CA 95661
(916) 960-6284 Phone
(916) 961-6296 Fax
internet web site:
<http://www.ncti-online.com>

Programs Offered

Emergency Medical Technician
Paramedic

Other Information

Cost: \$1,495.00 - \$6,800.00
Other Fees: Paramedic fees of \$650.00 to \$1,000.00
Time to Complete Program: 8 weeks - 12 months
Entrance Requirements: 18 years or older, high school diploma/GED. Paramedic prerequisite - Possess CPR, EMT I, EMT B, EMT II
Received upon Completion: Certificate of completion

PHILLIPS SCHOOL OF MASSAGE

101 B Broad Street
P.O. Box 1999
Nevada City, CA 95959
(530) 256-4645 Phone
(530) 256-9485 Fax
www.handsinharmony.com

Available Services

Financial Aid/Assistance	No	Tutorial Services	No
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	No	Disabled Services	No
Career Counseling	Yes	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	No	Veteran Assistance/Approved	No

Programs Offered

Massage Therapy
Certified Massage Therapy (CMT)

Other Information

Cost: \$900.00 to \$4,900.00
Other Fees: None
Time to Complete Program: 3 weeks - 12 months
Entrance Requirements: 18 years or older, ability to learn massage therapy
Received upon Completion: Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

SPIRIT WINDS SCHOOL OF THAI MASSAGE & INTERNATIONAL HEALING CENTER

11186 White Oak Way
Nevada City, CA 95959
(530) 265-4678 Phone
(530) 265-0782 Fax
internet web site:

<http://www.spiritwinds.net>

Available Services

Financial Aid/Assistance	No	Tutorial Services	No
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	No	Disabled Services	No
Career Counseling	No	Learning Disabilities Program	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	No	Veteran Assistance/Approved	No

Programs Offered

Traditional Thai Massage

Other Information

Cost: \$875.00
Other Fees: None
Time to Complete Program: 3 weeks
Entrance Requirements: 18 years or older
Received upon Completion: Certificate of completion

TRUCKEE TAHOE TRAINING

Available Services

Financial Aid/Assistance	No	Tutorial Services	No
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	No	Disabled Services	Yes
Career Counseling	No	Learning Disabilities	No
Vocational Evaluation	Yes	Distance/Online Learning	No
Academic Advising	No	Veteran Assistance/Approved	No

10015 Palisades Dr.,
Ste. 3
Truckee, CA 96161
(530) 582-0361 Phone
(530) 587-3827 Fax
www.ttschoolgo.com

Programs Offered

Computer Systems - Hardware &
Software Setup
Introduction to Internet/Graphics
Office Preparation
Accounting and Spreadsheet
Word Processing and Keyboarding

Other Information

Cost: \$45.00 to \$200.00/class
Other Fees: Books and supplies
Time to Complete Program: 16 - 63 hours
Entrance Requirements: 18 years or older, or high
school diploma/GED
Received upon Completion: Certificate of completion

DEFINITIONS AND TERMINOLOGY

APPENDIX

Occupational Title and Definition

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles or Dictionary of Occupational Titles (DOT). The definition of each occupation is included. The occupations were selected for survey based on the needs of local users of occupational information.

Wages and Benefits

The wage data enable comparison of salaries across occupations expressed in salary ranges and median wage. The data are not intended to represent official prevailing wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. The ranges are based primarily on employer surveys and contacts with unions. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Employers were asked if their employees' wages were subject to collective bargaining or union agreement.

Wage data reflect the following definitions:

New Hires, no experience

The wages of persons trained or untrained but with no paid experience in the occupation.

New Hires, experienced

The wages paid to journey-level or experienced persons just starting at the firm.

Experienced after three years

The wages generally paid to persons with three years journey-level experience at the firm.

Data collection was conducted in the summer of 2000, the summer of 2001, and the summer of 2002. The 2000 data reflect a minimum wage of \$5.75 per hour. The 2001 data

reflect an increase in the minimum wage to \$6.25 per hour. The 2002 data reflect an increase in the minimum wage to \$6.75 per hour.

Benefits surveyed include Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Paid Sick Leave, Paid Vacation, Retirement Plan, Child Care and Other (not shown). Employers were asked if they offered benefits and, if so, who paid for the benefits.

Projections

The following standard terms describe the expected growth rate for all occupations within Golden Sierra's five county area. The growth rate for 2000 surveyed occupations was obtained from the 1995 through 2002 projections and was determined to be 27.7% (4% annually). The growth rate for 2001 and 2002 surveyed occupations was obtained from the 1997 – 2004 projections and was determined to be 33.4% (4.8% annually). Growth rates determined were from Projections and Planning Information, Golden Sierra Consortium, published by the State of California, Employment Development Department, Labor Market Information Division. Employment trends are subject to many unforeseen factors, and it is important not to overemphasize growth in an occupation. The growth rate terms are described as follows:

Much Faster Than Average

1.50 times average or more 34.7%

Faster Than Average

1.10 to but not including 1.50 times average 25.4% to 34.6%

Average

0.90 to but not including 1.10 times average 20.8% to 25.3%

Slower than Average

0 to 0.90 times average 0.1% to 20.7%

Remain Stable Zero

Slow Decline Less than zero

DEFINITIONS AND TERMINOLOGY

For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are numerous in occupations with relatively low training. For 2000 and 2001 occupations with DOT Titles, projections were used from similar occupations. For 2002, there was insufficient data from similar occupations with DOT Titles and N/A was reported.

Size of Occupation

This term is used to describe the size of a particular occupation as it relates to the estimated total number of workers in the Golden Sierra area (Alpine, El Dorado, Nevada, Placer, and Sierra Counties). Occupational size for this report is measured using the following scale:

2000 Size of Occupation

- Smallless than 238 workers
- Medium238 to 475 workers
- Large476 to 1030 workers
- Very Largemore than 1030 workers

2001 Size of Occupation

- Smallless than 267 workers
- Medium267 to 533 workers
- Large534 to 1156 workers
- Very Largemore than 1157 workers

2002 Size of Occupation

- Smallless than 256 workers
- Medium257 to 512 workers
- Large513 to 1109 workers
- Very Largemore than 1109 workers

Also shown are the percentages of males and females reported to be employed in this occupation.

Supply/Demand Assessment

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry-level and experienced

positions in the occupation. The terms used to describe the supply/demand situation found in the area are currently defined as follows:

Very Difficult

Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter little competition in their job search.

Moderately Difficult

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Applicants encounter some competition in their job search.

Not Difficult

Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicant.

Hiring Methods surveyed include In-house Promotions or Transfers, Newspaper Ads, Internet, EDD, Walk-in Applicants, Colleges/Universities, School/Program Referrals, Union Hall Referrals, Employee Referrals, Private Employment Agencies, Trade Journals, and Other. Only the top three to four recruitment methods reported by employers were included.

Where the Jobs Are

Information on the major industries employing each occupation is based on the Golden Sierra "Projections for Employment" provided by EDD/LMID. The terms used in this section are taken from the Standard Industrial Classification (SIC) Manual. Usually, the top four or five industries are reported, in addition to the Other category. The Other category includes all the other industries too numerous to identify. When % n/a is reported, there was no method to determine the percentage each major industry employed.

DEFINITIONS AND TERMINOLOGY

APPENDIX

Other Information

This section shows survey information regarding the shifts, hours worked, and any additional wage information from the employers responding to the survey. Other sources of information include CA Occupational Guide # from the 2002 edition of the California Occupational Guide and DOT Code # from the Dictionary of Occupational Titles, Revised 4th Edition.

Training and Experience

This section presents the percentages of employers surveyed who require work experience as a prerequisite for employment and accept training as a substitute for required experience.

Qualifications

Skills for the occupations in this report are grouped into three categories: Technical, Physical, and Personal. Information in this section was collected from the CCOIS Skills by Occupation Report. Skills for the DOT Titles were taken from similar occupations.

Licensing

When licensing is required for an occupation, the requirements are included in the Qualifications section of the occupational summary.

Education

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

Occupational Selection

A multi-step process was used to select the occupations for the 2000, 2001 and 2002 projects.

To narrow the list of potential occupations to be surveyed, Golden Sierra and Labor Market Information Division of the State of California established criteria which an occupation had to meet:

Training should be required for entry into the occupation.

Occupations should provide needed occupational information for potential users.

Occupations should be defined by the OES classification system and/or Dictionary of Occupational Titles. Exceptions may be approved by the Labor Market Information Division.

Using the above criteria, Golden Sierra staff was able to put together a preliminary list of occupations. This preliminary list was sent to community members who are potential users of labor market information. These individuals were asked to supply comments and recommendations. Valuable input was received from the community members.

Using the local input from potential users in conjunction with the established guidelines, Golden Sierra staff selected the occupations for inclusion in the 2000, 2001 and 2002 surveys.

Definitions of Occupations

An occupation has a name or title and a description of the job that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. Job Classifications used in this program are derived from the Occupational Employment Statistics (OES) classification system and the Dictionary of Occupational Titles (DOT) developed by the U. S. Depart-

ment of Labor's Bureau of Labor Statistics (BLS). Labor market information users find these occupational data sources comprehensive and economically useful. If a DOT code definition does not describe an occupation accurately, the DOT definition may be modified slightly to more closely represent the occupation. This new definition is considered to be a Modified DOT Code. The last three digits of a Modified DOT Code are 998 or 999.

Survey Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation.

An important consideration in determining the sample was to accurately represent both businesses and workers. To accomplish this, businesses are assigned to one or more of nine major industry groups (agriculture, retail sales, manufacturing, construction, etc.), utilizing the Standard Industrial Classification (SIC) Codes. Assignments to the industrial groups are determined by examining the economic activity (products or services produced) in which the business is engaged. The businesses in the sample should reflect the incidence of workers within the industry group.

Employment Development Department staff of Labor Market Information Division, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. Each occupation sample was assigned 40 active employers; however, some occupations had fewer. This sample was carefully reviewed by Golden Sierra staff, and employers were added and deleted as appropriate.

Questionnaire Development

Separate questionnaires were developed for each of the occupations. The Employment Development Department developed the

framework of questions to be asked. Some questions, which were reviewed by the Golden Sierra staff, were asked for all occupations.

Survey Procedures

Golden Sierra used the following survey procedures:

Golden Sierra called the employers of a sample to ask if they would be willing to participate in this survey process.

A cover letter introducing the survey, and a survey were then sent or faxed to each active employer in the sample. The letter explained the purpose and methods of the survey. The confidentiality of the information was clearly expressed to the employers.

If an employer did not respond to the mailing or fax, Golden Sierra staff would again contact them by phone to request their cooperation in this survey.

If a sufficient number of responses (50%) could not be obtained in a reasonable time with the employers in the active sample, employers from the inactive list could be contacted or staff could use their own knowledge of local firms, yellow pages, local Chambers of Commerce, or local Economic Resource Council to add to the list.

All surveys were reviewed by the Golden Sierra staff to monitor for accuracy and completeness. Employers were contacted if the answers to the survey questions were unclear or conflicted with other answers or information.

To acquire additional information about the occupations, Golden Sierra contacted training providers and schools.

Tabulation and Results

The survey responses were entered into a

database and tabulations were prepared. From those tabulations the data was analyzed and final occupational summaries were prepared by Golden Sierra staff. Each occupational summary provides information on training and hiring requirements, size of occupation, employment trends, supply/demand assessment, wages and fringe benefits, and other information. Specific employer information is and will remain confidential.



Please return completed questionnaire to:
 Golden Sierra Job Training Agency
 117 New Mohawk, Ste. E Phone (530) 265-3201
 Nevada City, CA 95959 Fax: (530) 265-3520

**ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL
 Whom should we contact with any further questions?**

Name: _____
 Positions: _____
 Phone: _____ Fax: _____

SECRETARIES, Except Legal and Medical (551080)

Secretaries, (except Legal and Medical) relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties.

Does your firm employ any individual performing the duties in the occupation described above? Yes No

If yes, please complete this survey for the occupation described.

If no, please return this questionnaire to the above address.

If your firm has multiple locations, please confine your answers to locations in your County.

1. What job title(s) does your firm use for these duties? _____

2a. How many employees does your firm currently have in this occupation? _____

2b. In this occupation, how many are: Male? _____ Female? _____

2c. In this occupation, how many current employees are there; and, on average, how many weekly hours do they work?

Regular, Full Time: _____	Average Weekly Hours Worked: _____
Regular, Part Time: _____	Average Weekly Hours Worked: _____
Temporary/On Call: _____	Average Weekly Hours Worked: _____
Seasonal: _____	Average Weekly Hours Worked: _____

3. In your firm, what shifts are available for this occupation? (check all that apply)

Day Swing Graveyard Other (Please specify): _____

4. Has your firm hired in this occupation within the last 12 months? Yes No

If yes, How many were hired to fill vacancies resulting from promotions within your firm? _____
 How many were hired to fill vacancies resulting from people in permanent positions leaving your firm? _____
 How many were hired to fill new permanent positions resulting from growth? _____
 How many were hired to fill temporary, on call or seasonal positions? _____

5a. During the last 12 months, did your firm's employment in this occupation: (Check one)

Decline Remain Stable Grow

5b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)

Decline Remain Stable Grow

6. When you hire applicants for this occupation, is prior experience in this occupation required?

Yes No Not required, but preferred
 If yes or preferred, how much experience in this occupation is required/preferred? _____ (months)
 Is experience in other occupations accepted? Yes No
 If yes, please specify: Occupation: _____ months _____

7. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants.

(Circle one) Not Difficult 1 2 3 4 Difficult

8. If prior experience is not required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants.

(Circle one) Not Difficult 1 2 3 4 Difficult

9. Does your firm accept training as a substitute for experience in this occupation? Yes No

If yes, how many months of training can generally be substituted? _____ (months)

10. Is technical or vocational training required prior to employment in this occupation?

Yes No Not required, but preferred
 If yes or preferred, what kind of training is required/preferred? _____ months _____

11. What is the minimum level of education your firm requires when hiring an applicant in this occupation? (Check one).

- Less than high school diploma High school diploma or equivalent
 Associate Degree (2 year) Bachelor Degree (4 year) Graduate Study

12a. What is the usual income earned by your firm's employees in this occupation at the following levels of skill and experience?

Base Wage or Salary

New hires, no experience (trained or untrained): \$ _____

New hires who are experienced: \$ _____

Experienced employees after 3 years: \$ _____

Please check one: Hour Week Month Year

If yearly, is salary based on a 52-week year? Yes No If no, indicate days, weeks, or months worked per year. _____

If yearly, is salary based on a 40-hour week? Yes No If no, how many hours per week is the salary based on? _____ hours

12b. For other compensation, if applicable, please indicate the average overall earnings and types(s) of compensation.

New hires, no experience (trained or untrained): \$ _____

New hires who are experienced: \$ _____

Experienced employees after 3 years: \$ _____

Please check one: Hour Week Month Year

Type of Compensation: Commission Tips Bonus Piece Rate Other (Please specify): _____

13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement?

Yes No If yes, what is the name of the union or local number? _____

14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>							
Dental Insurance	<input type="checkbox"/>							
Vision Insurance	<input type="checkbox"/>							
Life Insurance	<input type="checkbox"/>							
Sick Leave	<input type="checkbox"/>							
Vacation	<input type="checkbox"/>							
Retirement Plan	<input type="checkbox"/>							
Child Care	<input type="checkbox"/>							
Other (Please Specify):	<input type="checkbox"/>							

15a. Does your firm ever promote employees in this occupation to higher level positions? Yes No

If yes, what are the titles of the positions to which they may be promoted?

15b. What skills are important for career advancement?

16. What computer software skills, if any, does your firm seek in applicants for this occupation? (Check all that apply)

- None Word Processing Spreadsheet Database Desktop Publishing Other (Please specify): _____
 Specify Software: _____

17. What other new skills are needed to perform the duties of this occupation? (Please include any that are not listed in question 21)

18. When your firm hires employees for this occupation, which are the top three most successful recruitment methods?

- In-house promotions or transfers Newspaper ads Internet
 EDD Walk-in applicants Colleges/Universities
 School/program referrals Union hall referrals Employee referrals
 Private employment agencies Trade journals Other (Please specify): _____

19. Are you aware of any new, changing, or emerging occupations in your industry? Yes No

If yes, please specify: _____

20. Would you like to receive a complimentary copy of the survey results for this occupation? Yes No

Thank you for your cooperation

PREVIOUSLY SURVEYED OCCUPATIONS

SURVEYED 1990 - 2002

Accountants and Auditors - 93, 98, 02
Animal Health Technicians - 96, 00
Appraisers - Real Estate - 95
Assemblers and Fabricators - 93, 96
Automotive Body Repair - 92, 96, 00
Automotive Mechanics - 92, 96, 00
Bakers - Bread and Pastry - 92, 97, 02
Bartenders - 92, 96
Billing, Cost & Rate Clerks - 96
Bookkeeping/Accounting/Auditing Clerks - 90, 94, 98
Bus, Truck and Diesel Engine Specialists - 93, 02
Butchers and Meat Cutters - 93
Cabinetmakers and Bench Carpenters - 90
Call Center Workers - 01
Carpenters - 90, 93, 98
Cashiers - 91, 95, 99
Child Care Workers - 90, 94, 98
Clergy - 98
Computer Aided Design Technicians - 96, 00
Computer Engineers - 97
Computer Graphics Specialists - 00
Computer Operators - Except Peripheral Equip. - 90
Computer Programmers, Including Aides - 00
Computer Support Specialists - 97, 01
Concrete and Terrazzo Finishers - 93
Construction Managers - 94, 02
Cooks - Restaurants - 90, 95, 99
Cooks - Short Order - 94, 98, 02
Cooks - Specialty Fast Food - 00
Counter and Rental Clerks - 94, 99
Customer Service Representatives - 00
Database Administrators - 01
Data Entry Keyers - 91
Data Processing Equipment Repairers - 98
Dental Assistants - 95, 98
Dental Hygienists - 92, 96, 01
Dental Lab Technicians, Precision - 94
Desktop Publishing - 90, 98
Dieticians and Nutritionists - 02
Drafters - 91
Driver/Sales Workers - 98
Drug and Alcohol Counselors - 02
Drywall Installers - 91
Electrical/Electronic Engineering Techs. - 90, 93, 96
Electrical and Electronic Assemblers - 93, 97, 01
Electricians - 92, 96
Electronic and Electrical Engineers - 91
Electronic Home Entertainment Equip. Repairs - 90
Emergency Medical Technicians/Paramedic - 91, 02
Excavating and Loading Machine Operators - 97
Financial Managers - 93, 98
Firefighters - 92, 97
First Line Supervisors - 97
Forklift Operators - 99
Food Preparation Workers - 92, 96
Food Service Managers - 93, 97
Gardeners, Groundskeepers - Except Farm - 95
General Office Clerks - 91, 95, 99
Guards and Watch Guards - 93, 02
Hairdressers, Hair Stylists and Cosmetologists - 91
Heating/Refrig./Air Conditioning Mech. - 92, 98
Home Health Aides - 92, 95, 99
Hotel Desk Clerks - 90, 97, 01
Human Service Workers - 94, 00
Instructional Aides - 92, 96, 00
Instructors & Coaches - Sports & Physical Trng. - 95
Internet Web Site Designers/Developers - 99
Interior Designers - 97
Janitors and Cleaners - Except Maids - 91, 95, 99
Laborers, Landscaping & Groundskeeping - 91, 98
LAN/WAN Network Managers - 97
Laundry and Dry Cleaning Machine Operators - 95
Legal Secretaries - 93, 97
Licensed Vocational Nurses - 90, 95, 99
Loan and Credit Clerks - 92, 00
Loan Officers and Counselors - 93, 98
Lodging Managers - 94, 98, 02
Machinists - 90, 94, 99
Maids and Housekeeping Cleaners - 91, 99
Maintenance Repairers, General Utility - 90, 99
Managers, Retail Store - 00
Marketing, Ad. & Public Relations Mgrs. - 94, 01

PREVIOUSLY SURVEYED OCCUPATIONS

SURVEYED 1990 - 2002

Massage Therapists - 02
Medical and Clinical Lab Assistants - 99
Medical and Clinical Lab Technicians - 93
Medical Assistants - 90, 93, 97
Medical Secretaries - 91
Network Control Technicians - 00
Nurse Practitioners - 00
Nursery Workers - 94, 97
Nurse's Aides - 91, 94, 98
Occupational Therapists - 02
Office Managers - 01
Operating Engineers - 94
Optometric Assistants - 97, 01
Painters and Paperhangers - 90
Paralegal Personnel - 91, 95, 99
Personnel Managers - 01
Personnel, Training, Labor Relations Specialists - 95
Pest Controllers and Assistants - 95
Pharmacy Technicians - 95, 00
Physical Therapist Aides - 96
Physical Therapist Assistants - 96
Physical Therapists - 94, 99
Physicians' Assistants - 00
Plumbers, Pipefitters, and Steamfitters - 02
Police Patrol Officers - 94, 01
Precision Assemblers - Electronic/Electrical Repair - 90
Printing Press Operators and Tenders - 95
Property and Real Estate Managers - 93
Radiologic Technologists - 02
Radiological Technologists, Diagnostic - 94
Receptionists and Information Clerks - 96, 91, 00
Registered Nurses - 92, 97, 01
Residential Counselors - 02
Roofers - 94
Sales Agents and Placers - Insurance - 98
Sales Agents - Selected Business Services - 99
Sales Persons - Retail - 90, 96, 01
Sales Persons - Parts - 95
Sawing Machine Operators and Tenders - 90
Secretaries, General - 90, 93, 98, 02
Sheet Metal Workers - 94, 02
Sheriffs and Deputy Sheriffs - 01
Ski Lift Mechanics - 90
Social Workers - Except Medical & Psychiatric - 99
Software Engineers - 99
State Highway Police Officers - 01
Stock Clerks - Sales Floor - 92, 96
Stock Clerks - Stockroom, Warehouse, Storage Yard - 99
Surveyors - 98
Systems Analysts - 94, 01
Teachers, Preschool - 91, 96, 01
Teachers - Elementary - 92, 97, 01
Teachers - Secondary - 92, 97, 01
Teachers - Special Education - 96, 00
Telecommunications Technicians - 02
Tellers - 91, 95, 99
Tire Repairers & Changers - 94
Title Examiners and Abstractors - 93
Traffic, Shipping and Receiving Clerks - 92, 97, 01
Travel Agents - 92
Truck Drivers, Heavy or Tractor Trailer - 90, 98, 02
Truck Drivers - Light - 91, 95, 00
Typists, Word Processors - 90
Underwriters - 95
Veterinarians and Veterinary Inspectors - 93
Waiters and Waitresses - 93, 96, 00
Welders and Cutters - 92, 97, 02
Welfare and Eligibility Workers & Interviewers - 92

LABOR MARKET INFORMATION PROGRAM

The California Cooperative Occupational Information System (CCOIS) is a partnership of state and local agencies that produce regional occupational and labor market information. It is a statewide program that is operational at 31 agency sites, representing 58 Counties throughout California. These agencies, referred to as Local Partners, produce Occupational Reports similar to this report. The list begins with the agencies that are made up of groups of Counties that produce the Occupational Report.

Alpine, El Dorado, Nevada, Placer, Sierra Counties

Golden Sierra Job Training Agency
117 New Mohawk, Ste. E
Nevada City, CA 95959
(530) 265-3201

Amador, Calaveras, Mariposa, Tuolumne Counties

Mother Lode Job Training
19900 Cedar Road North
Sonora, CA 95370
(209) 532-2820

Butte, Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, Trinity Counties

NoRTEC
78 Table Mountain Blvd., #156
Oroville, CA 95695
(530) 538-5378

Colusa, Glenn, Lake, Sutter, Yuba Counties

North Central Counties Consortium
1215 Plumas Street, Ste. 1800
Yuba City, CA 95991
(530) 898-7020

Kern, Inyo, Mono Counties

Employers' Training Resource
2001 28th Street
Bakersfield, CA 93301
(661) 336-6978

Marin, Napa, Solano, Sonoma Counties

North Bay Employment Connection
1700 Second Street, Ste. 378
Napa, CA 94559
(707) 259-5917

Monterey, San Benito, Santa Cruz Counties

Monterey Bay Workforce Investment Board
730 La Guardia Street
Salinas, CA 93905
(831) 796-3312

Sacramento, Yolo Counties

Sacramento Employment & Training Agency
1217 Del Paso Blvd.
Sacramento, CA 95815
(916) 263-3893

Santa Clara, San Mateo Counties

NOVA Workforce Investment Board
505 W. Olive, Ste. 550
Sunnyvale, CA 94086
(408) 730-7833

Alameda County

Oakland Private Industry Council
1212 Broadway, Ste. 100
Oakland, CA 94612
(510) 768-4408

Contra Costa County

Workforce Dev. Board of Contra Costa County
2425 Bisso Lane, Ste. 100
Concord, CA 94520
(925) 646-5039

Fresno County

Fresno County Workforce Investment Board
2035 Tulare Street, Ste. 203
Fresno, CA 93721
(559) 490-7174

Humboldt County

Humboldt County Employment Training Div.
930 Sixth Street
Eureka, CA 95501
(707) 441-4664

Imperial County

Workforce Investment Board of Imperial County
Bldg. 2695 S. 4th Street
El Centro, CA 92243
(760) 336-4074

Kings County

Kings County Job Training Agency
120 North Irwin Street
Hanford, CA 93230
(559) 585-4727

LOCAL PARTNERS

Los Angeles County

City of Long Beach, Workforce
Development Bureau
110 Pine Avenue, Ste. 1100
Long Beach, CA 90802
(562) 570-7755

Madera County

Madera County Workforce Development Office
209 East 7th Street
Madera, CA 93638
(559) 662-4593

Mendocino County

Mendocino County Private Industry Council
631 S. Orchard Avenue
Ukiah, CA 95482
(707) 467-5912

Merced County

Merced Private Industry Training
Department
1880 W. Wardrobe Avenue
Merced, CA 95340
(209) 724-2152

Orange County

Orange County Workforce Investment Board
1300 South Grand Ave., Bldg. B, 3rd Floor
Santa Ana, CA 92705
(714) 567-7414

Riverside County

Riverside County EDA Job Training
1151 Spruce Street
Riverside, CA 92507
(909) 955-1029

San Bernardino County

County of San Bernardino
Jobs & Employment Service Department
215 North D Street, Ste. 201
San Bernardino, CA 92415
(909) 872-1574

San Diego County

San Diego Workforce Partnership
1551 4th Avenue, Ste. 600
San Diego, CA 92101
(619) 744-0356

San Francisco County

Private Industry Council of San Francisco
1650 Mission Street, #300
San Francisco, CA 94103
(415) 431-8700

San Joaquin County

San Joaquin Employment & Economic Dev.
Department
850 N. Hunter Street
Stockton, CA 95202
(209) 468-3533

San Luis Obispo County

San Luis Obispo Private Industry Council
4111 Broad Street, Ste. A
San Luis Obispo, CA 93401
(805) 788-2601

Santa Barbara County

County of Santa Barbara
Department of Social Services
1410 South Broadway, Ste. A
Santa Maria, CA 93454
(805) 614-1503

Shasta County

Shasta County Private Industry Council
1201 Placer Street
Redding, CA 96001
(530) 245-1570

Stanislaus County

Stanislaus County Department of
Employment & Training
P.O. Box 3389
Modesto, CA 95353
(209) 558-2107

Tulare County

Tulare County Workforce Investment
Department
4025 West Noble Ave., Ste. A
Visalia, CA 93277
(559) 713-5234

Ventura County

County of Ventura, Workforce Administration
505 Poli Street
Ventura, CA 93001
(805) 652-7892

INDEX OF PROGRAMS

AGRICULTURE

Agriculture, General (Sierra College) 139
 Agriculture, Suburban (Sierra College) 139

ANIMALS

Animal Health (CS ROP) 140
 Animal Husbandry (Sierra College) 139
 Animal and Veterinary (49er ROP) 141
 Equine Studies (Sierra College) 139

APPAREL

Apparel Design & Production
 (Sierra College) 139
 Fashion Merchandising (Sierra College) 139
 Fashion Merchandising (49er ROP) 141

ART

Art (Lake Tahoe CC) 137

AUTOMOTIVE

Automotive Mechanics Technology
 (Cosumnes) 136
 Automotive Services (49er ROP) 141
 Automotive Services (Body) (CS ROP) 140
 Automotive Services (Engine) (CS ROP) 140
 Auto Technologies (49er ROP) 141
 Automotive Technology (Sierra College) 139

AVIATION

Aviation (Aviation & Elec. School) 145

BUSINESS

Accounting (49er ROP) 141
 Accounting (Cosumnes) 136
 Accounting (Heald) 148
 Accounting & Spreadsheet (Truckee Tahoe) .. 152
 Accounting Clerk (Roseville Adult) 144
 Administrative Assistant (Cosumnes) 136
 Administrative Assistant (New Directions) ... 150
 Automated Accounting (Placer School) 143
 Bookkeeper (Computerized Accounting)
 (New Directions) 150
 Business (Lake Tahoe CC) 137
 Business Entrepreneurship (49er ROP) 141
 Business, General (Cosumnes) 136
 Business Office Administration
 (Lake Tahoe CC) 137
 Business Operations and Management
 (49er ROP) 141
 Business Software Applications (Heald) 148
 Customer Service Clerk (New Directions) 150

General Clerk (New Directions) 150
 Management (Sierra College, NCC) 139
 Management Information Services
 (Cosumnes) 136
 Office Administration (Cosumnes) 136
 Office Preparation (Truckee Tahoe) 152
 Office Skills Certification (Heald) 148
 Office Technology (Sierra College) 139
 Office Technology (Sierra College, NCC) 138
 Small Business Management (Cosumnes) 136
 Strategic Leadership (Placer School) 143

CHILD CARE

Careers with Children (CS ROP) 140
 Careers with Children (49er ROP) 141
 Early Childhood Education (Sierra College) 139
 Early Childhood Education
 (Sierra College, NCC) 138
 Early Childhood Education (Cosumnes) 136
 Early Childhood Education (Lake Tahoe CC) 137

COMPUTERS

A+ Certification Preparation (49er ROP) 141
 Computer and Office Skills (Placer School) 143
 Computer Applications (Sierra College, NCC) 138
 Computerized Office Systems
 (New Directions) 150
 Computer Business Administration (Heald) 148
 Computer Information Science (Cosumnes) 136
 Computer Information Systems
 (Sierra College) 139
 Computer Information Systems
 (Sierra College, NCC) 138
 Computer Information Technology (Heald) 148
 Computer Integrated Electronics
 (Sierra College) 139
 Computer Maintenance & Networking
 Essentials (49er ROP) 141
 Computers (Aviation & Electronic School) 145
 Computers (NU Adult Ed) 142
 Computer Science (Sierra College) 139
 Computer Studies (CS ROP) 140
 Computer Studies (49er ROP) 141
 Computer Studies (Lake Tahoe CC) 137
 Computer Systems (Truckee Tahoe) 152
 Computer Technician (CS ROP) 140
 Introduction to Internet/Graphics
 (Truckee Tahoe) 152
 Microsoft Office Applications (Placer School) 143
 Microsoft Office Users Specialists
 (NU Adult Ed) 142

INDEX OF PROGRAMS

Network Technology, Cisco (49er ROP).....	141
Network Technology, Cisco (Heald)	148
Network Technology, Microsoft Windows 2000 (Heald)	148
Operating Systems, Macintosh (Placer School)	143
Web Design FrontPage & HTML (Placer School)	143
Web Design & Administration (Heald)	148
Word Processing & Keyboarding (Truckee Tahoe)	152
CONSTRUCTION	
Building Construction, Light (CS ROP)	140
Cabinetmaking (CS ROP).....	140
Construction Technology (49er ROP)	141
Construction Technology (Sierra College)	139
COSMETOLOGY	
Cosmetology (CS ROP)	140
Cosmetology (49er ROP)	141
Cosmetology (Jerry Lee Beauty College).....	149
Cosmetology/Esthetician (Roseville Adult)	144
Cosmetology/Manicuring (Placer School).....	143
Esthetician (Jerry Lee Beauty College)	149
Manicuring (CS ROP)	140
Manicuring (Jerry Lee Beauty College)	149
Teacher Training (Jerry Lee Beauty College).....	149
CRIMINAL JUSTICE	
Administration of Justice (Cosumnes)	136
Criminal Justice (Lake Tahoe CC)	137
Dispatcher (New Directions)	150
Law Enforcement (CS ROP).....	140
DENTAL CAREERS	
Dental Assistant (CS ROP)	140
Dental Careers (49er ROP)	141
DRAFTING	
Architect - CAD Drafting (CS ROP).....	140
AutoCad (Placer School)	143
Design Drafting (Sierra College)	139
ELECTRONICS	
Electronics (Aviation & Elec. School).....	145
Electronics (CS ROP)	140
Electronics (49er ROP)	141
Electronics Technology (Heald)	148
FINANCIAL SERVICES	
Financial Services (49er ROP)	141
FIRE SCIENCE	
Fire Control Technician (CS ROP).....	140
Fire Science (Lake Tahoe CC)	137
Fire Science Careers (49er ROP)	141
Fire Technology (Cosumnes)	136
Fire Technology (Sierra College).....	139
FOOD SERVICE	
Culinary Arts (CS ROP)	140
Culinary Arts (Lake Tahoe CC)	137
Hospitality (Placer School)	143
GRAPHICS	
Applied Art & Design (Sierra College)	139
Applied Art & Design (Sierra College, NCC).....	138
Desktop Publishing (Placer School)	143
Graphic Arts/Printing (CS ROP)	140
Graphics Communications (49er ROP)	141
Graphic Design (Placer School)	143
HEALTH CAREERS	
Ayurvedic Specialist (CA Ayurveda).....	146
Billing Clerk, Medical (New Directions)	150
Emergency Medical Technician (No. Ca. Training Inst.)	151
Emergency Medical Technician (NU Adult Ed)	142
Health Careers (49er ROP)	141
Health Unit Coordinator (New Directions)	150
Hospital Occupations (CS ROP)	140
Hypnotherapy (InnerQuest)	149
In-Home Caregiver Program (Placer School)	143
Medical Assisting (CS ROP)	140
Medical Office Assistant (Lake Tahoe CC)	137
Medical Receptionist (New Directions).....	150
Medical Terminology (49er ROP)	141
Medical Transcriber (New Directions)	150
Nursing Assistant (49er ROP)	141
Nursing, Vocational (Sierra College)	139
Paramedic (No. Ca. Training. Inst.)	151
Sports Massage & Sports Injuries (Lake Tahoe Massage)	150
HORTICULTURE	
Environmental Horticulture (Sierra College)	139

INDEX OF PROGRAMS

HOTEL/MOTEL MANAGEMENT

Hotel/Motel Management (CA Motel) 146

HUMAN SERVICES

Addiction Studies (Lake Tahoe CC) 137

Human Services (Cosumnes) 136

JOURNALISM

Journalism (Cosumnes) 136

LEGAL

Paralegal (CA Paralegal) 147

MARKETING AND SALES

Marketing (CS ROP) 140

Marketing (Sierra College) 139

Marketing and Sales (49er ROP) 141

MASSAGE

Acupressure Massage (Healing Arts) 148

Certified Massage Therapist
(Phillips School) 151

Massage (Body Institute) 145

Massage Practitioner (Lake Tahoe School) 150

Massage Therapy (Healing Arts) 148

Massage Therapy (Phillips School) 151

Massage Therapy I & II (Clinical Touch) 147

Traditional Thai Massage (Spirit Winds) 152

METALS

Metal Fabrication/Welding (CS ROP) 140

Metals/Manufacturing Technology
(Sierra College) 139

Welding (NU Adult Ed) 142

Welding (Placer School) 143

MULTI MEDIA

Applied Art & Design (Sierra College) 139

Digital Video and Animation (49er ROP)
(Truckee High School) 141

Telecommunications (Advanced Fiber Optics)
(Aviation & Elec. School) 145

Telecommunications Technology
(Cosumnes) 136

Video Production (CS ROP) 140

PHOTOGRAPHY

Photography (CS ROP) 140

Photography (Lake Tahoe CC) 137

Photography (Sierra College) 139

REAL ESTATE

Real Estate (Sierra College) 139

TEACHING

Careers in Education (49er ROP) 141

Child Development Teacher
(Sierra College) 139

Child Development Teacher
(Sierra Collge, NCC) 138

WOODWORKING

Furniture/Cabinet Making (NU Adult Ed) 142

Woodworking (Placer School) 143